Special Events Loaner Credit Card Terminal Policy
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Policy Statement

Who should know this policy?
Any official or administrator with responsibilities for managing University credit card transactions and those employees entrusted with handling or processing credit card information. This includes fiscal officers and system managers.

To whom this policy applies
This policy applies to all units and or departments that wish to use a credit card loaner terminal from the Office of the Treasurer.

General Responsibilities and Requirements

Responsibilities of the Office of the Treasurer
- Ensure that the Credit Card Policy has been read and the Statement of Understanding has been completed by the individual and his/her supervisor.
- Provide instructions for the loaner terminals to the individuals performing credit card transactions.
- Provide scheduling for the loaner terminals.

Responsibilities of those receiving the loaner machine
- All those who will be processing credit card payment must read and understand the credit card loaner terminal policy and the Credit Card Policy and sign the Statement of Understanding.
- All those who will be processing credit card transactions must send a signed Statement of Understanding to the Office of the Treasurer.
- Always return the machine and all accessories to the Office of the Treasurer at the scheduled date and time.

When processing in person payments:
- Only those that have signed the Statement of Understanding are allowed to process or handle credit card payments.
- Never write down card information for processing later (Credit Card Number, CVV, etc.).
- Have customer sign the merchant receipt copy and retain for your records. Always offer the customer receipt copy for their records.
- Batch the machine each day to settle the day’s transactions.
- Keep the machine in a secured location.
- Never leave the machine unattended.
- Keep paper storage of payment card information secure, with access as a business need to know basis.
- Report any suspected or known security threat or incident to the Office of the Treasurer.