Treasurer’s Office Updates

Business Manager Meeting
Thursday, December 11th 2014
Overview

- Cashier’s Office Announcement
- Student Cashiering
- Treasurer’s Office Updates
Cashier’s Service Announcement

What’s New?
The Cashier’s Office in DuBourg Hall is now occupied by Student Financial Services providing student payment processing and service to the students. Departmental Depository services which were previously handled by the Cashier’s Office, continue to be managed by the Treasurer’s Office although departments are now required to submit deposits to the US Bank campus branch.
Cashier’s Service Announcement

Why?

- Implement a one-stop shop for students.
- Improve service and expand resources for students.
- Implement efficient business practices for the University’s depository services.
- Reduce costs for the University.
Student Financial Services

Student Cashiering
DuBourg Hall Room 4
Student Cashier Services Overview

• Tuition Payments
  – In person via cash or check
  – Online Bill Pay Suite (billpay.slu.edu)
  – Lockbox
  – Back Office Mail

• Advance Payments
  – Tuition Deposits
  – Housing/Room and Board Deposits

• Student Account Questions
  – General questions regarding tuition balance, financial aid, student loans and holds, etc.

*NOTE: Student Cashiering Services does not accept departmental deposits, please contact Katie Benenati @ (314) 977-3701 or benenaticj@slu.edu or sludeposits@slu.edu to process departmental deposits.
Student Cashiering Services
Contact Information

Meg Kupferer
Student Cashiering & Loan Supervisor
(314) 977-2407

Carolyn Brasfield
Financial Services Associate
(314) 977-2396

Haley Brooks
Loan Collection Representative
(314) 977-2404

Jamie Edwards
Loan Collection Representative
(314) 977-3709
Treasury & Investments

Treasury
3rd Floor
Wool Center
Depository Services

The Treasurer’s Office is responsible for deposit processing for all University funds. All departments that collect funds on behalf of Saint Louis University must request approval from the Treasurer’s Office. The Treasurer’s Office will determine a depository method to meet your department’s needs.

Depository Service Locations
• US Bank Campus Branch (only offices approved by Treasury)
• Medical Center Finance Office (only offices approved by MCF)
• SLUCare Clinical Locations/PMO Office (Only SLUCare approved offices)

Note: Deposits should be handled according to each division/school’s business practices adhering to all University Policies and Procedures.

To request depository services for your department, please submit an email to sludeposits@slu.edu or if you have questions, you may contact Mindy Brown at fentonmr@slu.edu or (314) 977-2466.
Depository Services

Please email sludeposits@slu.edu for the following services:

- Touchnet user access/termination
  - All new users must be trained on cash handling and depository procedures.
  - Notify Treasury of employees in your department who have terminated their employment with the University or transferred to another department.
- Touchnet password reset.
- Detail code requests.
- Touchnet deposit errors/rejects.
- Supplies:
  - Deposit ticket booklets.
  - Deposit stamps (reminder: do not use deposit stamp with account ending in 2689. Request a new stamp from Treasury.
  - Tamper proof bags (purchase through Staples, item #609145).
Departmental Deposit Tips/Updates

Tips

- Create templates for repetitive deposits.
- Do not need to list checks individually on bank deposit tickets.
- Treasury no longer needs paper copies or scans of Touchnet deposit documentation for cash/checks (excludes PMO/MCF Offices).
- Touchnet credit card deposits can be scanned to sludeposits@slu.edu (excludes PMO/MCF Offices). Only include end of the day settlement including breakdown totals of credit card type. Do not mail deposits.

What’s Coming

- Project underway for Touchnet ICON on myslu site.
- Project underway for online user access request/termination.
- Touchnet session timeout to be extended.
Merchant Processing

The Treasurer’s Office is responsible for credit card processing for all University funds. All University departments interested in the acceptance of credit cards or planning to implement an e-commerce solution must request approval from the Treasurer’s Office. The Treasurer’s Office will work with IT to perform a cost analysis and determine the best merchant processing solution for your department while adhering to PCI Compliance regulations.

To request credit card processing or to implement an e-commerce solution for your department, please submit an email request to Mindy Brown at fentonmr@slu.edu or (314) 977-2466.
Merchant Processing

What’s New?

- Updated Credit Card Tip Sheet
- Terminal Upgrades-EMV Compliance
- PCI Website
- Special Events Wireless Terminal request form
- Ongoing Merchant meetings
Merchant Processing

**Touchnet Deposit Updates**

- Please scan Touchnet credit card deposits along with end of the day batch totals by credit card type to sludeposits@slu.edu (excludes PMO/MCF offices). Please do not mail.
- In debit (tender type) description field, please indicate name of merchant and last four digits of merchant number.
- Submit deposits timely and accurately. We will communicate with you on a monthly basis of any unreconciled differences. If no response is received within 15 day’s of notification, you will receive an adjustment based on transaction data from our Merchant Processor.
Merchant Processing
What is required by you as a Merchant?

• Follow all credit card policies and procedures.
• Prepare daily Touchnet Web Deposits for credit card transactions. These may be scanned to sludeposits@slu.edu, we no longer need original documentation (excludes MCF/PMO). Please do not mail.
• Store credit card data in secure location.
• Maintain merchant folder on PCI Website (see PCI Task Force requirements on slide 20).
PCI Task Force

The University formed a PCI Task Force to oversee merchant processing compliance for the University. The Task Force ensures PCI compliance regarding the processing of payment cards by Saint Louis University Merchants.

What is PCI?
The Payment Card Industry Data Security Standard (PCI DSS) is a set of comprehensive requirements for enhancing payment account data security, and was developed by the founding payment brands of the PCI Security Standards Council, including American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc.
PCI Task Force Updates

Current Projects?

• PCI Merchant meetings
• PCI Google Website
• Terminal/Swipe Upgrades-EMV Compliance 10/15/15
• Online Annual PCI Training
• PCI Self Assessment Questionnaire (SAQ)
• Employee background checks
• Updating Policy and Procedures
PCI Task Force

What is required by you as a merchant?

- Maintain employee list of employees handling/processing credit card data on PCI Website.
- Ensure all employees handling/processing credit card data have read and signed the Statement of Understanding.
- Ensure all employees take the annual PCI training (currently under development).
- Store all credit card data in a secure location and comply with University policies and procedures (see policies and procedures).
- Perform annual PCI DSS Self-Assessment Questionnaire (SAQ) (assessment will be completed by both PCI Task Force and merchant).
- Communicate and request approval from Treasury with any credit card processing or e-commerce enhancements or changes to current processing. Contact Mindy Brown at fentonmr@slu.edu.
PCI Task Force Team

Mindy Brown, Chair
Chris Anderson, Co-Chair
Katelyn Willman, Secretary
Carol Geolat, Project Manager
Stewart Wirth, Financial Compliance & Auxiliary Services
Maggie Nikolai, Treasurer’s Office
Teri Monken, Parking & Card Services
Vicki Casey, Advancement
Jenny Schacklady, IT

For questions, please contact PCI Task Force Chair, Mindy Brown at fentonmr@slu.edu.
Treasury Reminders

- Notify Treasury by email if your department is expecting an incoming ACH/Wire including expected date of receipt, amount, payor, Banner fund/acct to credit.

- Outgoing wire requests must be submitted through CPC. Wire instructions must be included on invoice or documentation from payee or Treasury will not process the wire.

- Opening bank accounts using the University’s tax exemption and/or use of its Federal Tax Identification Number (TIN) is restricted to those individuals expressly authorized by the University’s Board of Trustees. No other individual, associated or affiliated organization is permitted to use the University’s tax exempt status or TIN for any banking purpose. Unauthorized use in connection with bank accounts, brokerage accounts, etc. will result in the Treasurer’s Office taking the appropriate steps to close such accounts.
Treasury & Investments
Wool Center
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Treasury Management, Depository Services, Merchant Processing & PCI Compliance.

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Responsible for Depository Services, Touchnet approvals, access and training.

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Investments & Debt Management

Zack Rasure, Investment Analyst
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Responsible for Investments, analysis and reporting.

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Responsible for securities gift processing, merchant processing & PCI Compliance. Provides support for Risk Management, Depository Services, daily cash reconciliation & ACH’s/wires.