

Departmental Credit Card Processing

Overview:

Departments may request approval from the Treasurer's Office to process credit cards through a third party system, University approved terminal or an e-commerce solution. Once approved, the Treasurer's Office will provide the department with credit card processing options. All e-commerce systems and merchant card payment processing must be approved by the Treasurer's Office.

Purpose:

For Saint Louis University credit card payment processing.

Policies:

Please follow all credit card security policies. Credit card security policies can be found at <http://www.slu.edu/busfin/departments/treasury-and-investments/credit-card-security>

Processing a Credit Card Deposit:

1. At the close of business, perform end of day settlement and print only a transaction summary, settlement, batch or close report with individual card type subtotals. The Treasurer's Office does not need individual transactions or detailed information.
2. Process web departmental deposit via Touchnet. You can access Web Departmental Deposits at <https://secure.touchnet.com/cas/login?service=https%3A%2F%2Fsecure.touchnet.com%2Fucommercecentral%2F>.
 - Enter deposit information. For more information on processing Web Departmental Deposits please visit http://www.slu.edu/Documents/busfin/Cashiering_Web_Departmental_Training_Manual.pdf
 - Print web deposit receipt.
3. Scan and submit Touchnet web deposit receipt and end of day settlement, transaction summary or close report with individual card type subtotals to sludeposits@slu.edu. Do not mail credit card Touchnet deposits.
4. Verification and Approval of Deposit(s)
 - Treasurer's Office will verify deposits to Merchant Processor and settlement or close report and approve in Touchnet.
 - Any discrepancies will be reported to the department.
 - All credit card deposits must be made daily.

Contact Information for the following services is listed below:

- Merchant Processing, E-commerce, Third Party Payment processing requests and PCI Compliance questions
Treasurer's Office, Mindy Brown
Email: fentonmr@slu.edu
Phone: 314-977-2466
- Touchnet Web Deposit Access
Treasurer's Office
Email: sludeposits@slu.edu
Phone: 314-977-3701