

Departmental Operating Procedure

Authority	University Accounting
Subject	Process & Procedures
Classification	SOP
Topic	Merchant Processing Procedures

History: Created: 10/7/13

A. Purpose: To provide process instructions to cashiers and department accountant when accepting credit cards as a form of payment.

B. Procedure:

Cashier:

- Inspect FD400 terminal for a skimmer device. This will look like equipment has been connected to the terminal.
- Ensure terminal is fully charged for the event.
- Secure credit card terminal and access at all times.
- Process credit card sales transaction through the FD400 point of sale terminal for the event. All transactions will be face-to-face processing. Storing credit card information is prohibited.
- Perform batch settlement for the day's transactions. Print copy of batch report and store the report with sales tickets in envelope provided by Controller's Office. Settlement is to be done daily regardless of the event's duration. Each batch report needs to be stored in a separate envelope.
- Store terminal in a locked and secured location when not in use.
- Return all equipment, supplies and batch envelopes to Controller's office per rental agreement. See inventory checklist.

Accountant:

- Review sales receipts & batch totals provided by Cashier from event
- Review Financials for event revenue and reconcile to batch totals
- Contact Controller's office if you see any discrepancies within five business days of deposit date.

C. Inventory Checklist:

- Rental Bag
- Instruction Notebook
- FD400 Point of Sale Terminal
- Terminal cord
- Outlet cord
- Manual Card Slips
- Terminal Supplies