# FISCAL POLICY MANUAL

**POLICY R-2:** Credit Card Policy
**APPROVED:** Auditor-Controller-Treasurer-Tax Collector (ACTTC)
**AUTHORITY:** Auditor-Controller-Treasurer-Tax Collector
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## I. PURPOSE

Establish criteria for the acceptance of point of sale credit card payments by County departments.

## II. POLICY

It is the policy of the Auditor-Controller-Treasurer-Tax Collector's office that only approved departments may accept point of sale credit card payment for products, fees, and services. Departments may negotiate a separate contract. Departments that wish to be set up to accept credit cards for payments should contact the Treasury Division of the Auditor-Controller- Treasurer-Tax Collector's Office.

It is the policy of the ACTTC that all departments must comply with credit card provider regulations as well as following all normal procurement rules for contracting with a vendor.

## III. RESPONSIBILITIES

### A. Department:

Individual departments should evaluate the costs and benefits of accepting credit cards for the payment of products, fees, and services. The credit card processing fees will be the responsibility of the department and it is preferred to have the monthly fees invoiced as opposed to allow for electronic debits to the designated bank account.

It is the department's responsibility to reconcile the credit card receipts. A daily reconciliation report is generated when the terminal is batched out and a monthly reconciliation statement is issued by the credit card provider. The department is responsible for reconciling credit card transactions to their two reports.

Establish departmental procedures for safeguarding cardholder information as well as maintaining compliance with PCI DSS – Payment Card Industry Data Security Standard regulations.

The Department Head/designee is responsible for compliance with all requirements of this policy.

## B. Treasury Division:

The Treasury Division is responsible for assisting departments by serving as a contact between department personnel and Bank of America to establish a Bank of America account for each approved department to be used by the Merchant Services Vendor as a depository account for all payments processed via credit cards.

Process the transfer of funds between the departments' Bank of America account and the Treasury's main account. If requested the Treasury may complete the deposit authorization depending on the number of transfers performed each month.