McPherson College

Credit Card Processing Policy

Updated: July 12, 2016

Connection to Credit Card Processor

All credit card processing services located on the McPherson College campus will utilize 3rd party internet service providers for their connection to the Internet or they will utilize a standard telephone line; this includes all cellular devices, including personal cell phones.

Authorization

Employees must receive prior authorization from the Chief Financial Officer and from the Director of Computer Services prior to activation of a mobile credit card processing device. Employees will be required to review and sign this policy.

3rd Party Provider

A third party provider is any cellular carrier, who provides web access via a cellular device. Known third party provides in the McPherson, KS area include: Verizon, AT&T, T-Mobile, and Sprint.

I, _____ (print name) of the _____ department, have read the above policy and understand that any and all devices I use to process credit card payments, will not connect to any McPherson College wired or wireless network. All devices will connect to the internet via a 3rd party provided. Monthly access fees associated with the 3rd party provider will be the responsibility of the _____ department. I, _____ (print name) understand that Management and termination of services from the 3rd party provider will be my responsibility.

Signature: _____   Date: _____

Chief Financial Officer Name (print): _____

Chief Financial Officer Signature: _____

Date: _____

Director of Computer Services Name (print): _____

Director of Computer Services Signature: _____

Date: _____

This form will remain on file in the Business Office until 1 year after the termination of credit card processing in this manner.