

## **BP 3.9 Credit Card Use**

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**Legal Authority** NCGS 115D-20

**Approvals** 03/15/02  
**Revision**

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### **Policy**

McDowell Technical Community College participates in the statewide enterprise contract with Sun Trust Merchant Services as established with OSC for acceptance of debit and credit cards in the Bookstore. The Business Office participates in a contract with Official Payments. The college accepts Visa and MasterCard credit and debit cards from customers for tuition and bookstore payments. A Point of Sale (P.O.S.) terminal is used to process credit/debit card transactions at each location.

The acceptance of credit/debit cards shall have a minimal negative impact on current account receivable and cash management processing or policy. The processing of a payment by credit/debit card shall be no slower than the processing of payment by check for the actual deposit of funds to a state account.

All credit card transactions must have real time approval authorization from the Payment Processing Vendor prior to acceptance for any payment and fulfillment of a sale. The college's policy is to receive the approval prior to completing the transaction and if approval is not given, the transaction will be voided. An authorization approval number must be included on all in-house credit/debit card transaction documentation to ensure that prior authorization was acquired. The use of batch lists for approval after a sale has been fulfilled will not be permitted under any circumstance.

The processing fees associated with credit/debit card transactions are appropriated from the Bookstore funds in the Institutional Funds account.

College policy is to have an authorization number prior to completing any credit/debit card transactions. The type of card used, the authorization number, and the expiration date on the card, if applicable, will be reflected on each individual cash receipt to provide sufficient detail for tracking purposes and will not contain the cardholder's number in any form on the receipt.

Customer billing disputes should be a minimum as the college is accepting credit/debit card payments for tuition, fees, and bookstore purchases only and the customer is prompting these transactions.

The privacy and confidentiality of cardholder information will be protected by not including any cardholder information in any of the reports that are internally generated other than the type of card used, the approval number, and the expiration date of the card, if applicable.