

2.902 Accepted forms of payment policy

The following forms of payment may be accepted:

1. Cash
2. Check
3. Card

Receipting of credit/debit card payments will need to be managed in the following ways to ensure efficiency across the school district, to prevent potential theft, fraud, or audit findings.

Proper internal controls and procedures shall be created by management at the school or department handling funds and transactions.

Drawer & card transactions will need to be counted daily.

Deposits must be sent to the bank within 3 business days.

Any student/employee that commits fraud will be held accountable to pay the funds back or be prosecuted to the fullest extent of the law.

Processing charges will be charged back to the customer, but only in an amount calculated to compensate the District for the costs of the credit card services, and not to generate a profit to the District.

POS devices should be limited to 1 person logged in at a time, and sharing of passwords is prohibited.