

Office Procedures for Accepting Payment Cards

(department name)

Revision Date: *(date)*

1. Processing

a. Methods of Payment Card Acceptance

- i. Mail-
- ii. Phone-
- iii. Walk-in -
- iv. Web-
- v. Email- The *(department name)* does not accept any payment card data by email. It is against JMU procedures to accept payment card information from customers through email. If a payment card number is received by email, the *(department name)* will reply to the customer (removing the card number in the return email) stating email transactions may not occur but provide the customer with safe alternatives.
- vi. Fax-
- vii. Other-No other forms of payment for payment cards is accepted.

b. Procedures

- i. Mail Transactions-
- ii. Phone Transactions-
- iii. Walk-in Transactions-
- iv. Web Transactions-
- v. Email- The *(department name)* does not accept any payment card data by email. It is against JMU procedures to accept payment card information from customers through email. If a payment card number is received by email, the *(department name)* will reply to the customer (removing the card number in the return email) stating email transactions may not occur but provide the customer with safe alternatives.
- vi. Fax Transactions-

2. Transmitting

a. Third Party Vendors

- i. The *(department name)* contracts with the following third party vendors in transmitting payment card data:

3. Storing

- a. Physical Security-The *(department name)* does not store any sensitive payment card data. JMU policy states only the last four digits may be kept. Expiration dates, card verification code, payment card account numbers, or any portion of the magnetic stripe is never stored. If payment card information needs to be written down in order to process a departmental sale

Desk Procedures Manual

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Desk Procedures Manual:

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems. The book contains numerous sample forms and documents as well as extensive bibliographies. A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs.

Desk Procedure Manual, 1994 N.R.O.T.C.

Office Procedures Manual United States. Bureau of Naval Personnel, 1958

Law Office Procedures Manual for Solos and Small Firms Demetrios Dimitriou, 2000 A guide to setting policies and establishing procedures that should keep a law office operating efficiently. This second edition features new chapters on topics such as the family and medical leave act, Internet use and more. The diskette contains the text in WordPerfect 6 x and ASCII formats.

Practical Guide to Office Procedures in Gynecology and Urogynecology Khaled Sakhel, James Chivian Lukban, Alfred Z. Abuhamad, 2012-12-15 This ideal and quick reference book is written in a reader friendly style by accomplished experts in their field. The book is directed to women's health professionals who currently perform or wish to perform gynecologic and urogynecologic procedures in the office. You will find this text to be comprehensive and current with great images and useful tools. This is one of the only books that

present all pertinent information on office procedures in gynecology and urogynecology in a concise and easy to read manner. With this book in hand you will be able to build your confidence and understanding of procedures with chapters that cover the most widely performed gynecologic and urogynecologic office interventions. Understand the legal and safety issues that are encountered in the office. Learn procedural protocols from the experts. Obtain clinical pearls which provide a useful summary of the most important points in each chapter. Access tables with CPT codes for all the procedures described.

Dental Office Procedures Manual Ann Beard Ehrlich, 1984

Office Procedures Manual OCLC., 1985

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Church Administration Robert H. Welch, 2005 Church

Administration by Robert Welch will assist pastors and church administrators in becoming effective and efficient leaders managers and administrators.

The Complete Guide to Designing Your Law Office Suzette S. Schultz, Jon S. Schultz, 2005 This comprehensive new resource provides all the information needed to plan or remodel a law firm's office space. Helpful checklists, schedules, forms and letters are included on the accompanying CD ROM.

Manual of Desk Procedure, 1962

Office Procedures Manual Northwestern University (Evanston, Ill.),

Instructor's Manual and Key

for Medical Office Procedures Karonne J. Becklin, 1999

Office Procedures Manual Kansas. Division of Rehabilitation

Services, 1984

Office Methods, Systems, and Procedures Irvin Albert Herrmann, 1950

Front Office Procedures

Michael L. Kasavana, Richard M. Brooks, 1998 This textbook provides students with an in depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience. The eighth edition been revised with new material on the potential impact of automated information technologies on a variety of front office functions. This edition also includes new information on revenue managers how blogging and social networking affect hotels manual backup procedures for automated system failure identity theft prevention payment card security standards and green hotels. In addition important discussions of front office operations have been expanded throughout the text especially with respect to human resources management business forecasting revenue management budget planning and front office staff interaction with sales housekeeping and security personnel.

Publisher description **Management Policy and Procedure Manual** Trans World Airlines, 1946 **Procedures for the Office Professional** Patsy J. Fulton, Joanna D. Hanks, Reynolds, 1995 **Office Management Series** American Management Association, 1928 **Office Management** Lee Galloway, 1918

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