

Murtoa College

EFTPOS POLICY



Rationale:

Schools are able to accept and provide alternative payment methods to cash or cheque by utilising Electronic Funds Transfer Point of Sale (EFTPOS) facilities. EFTPOS provides schools with the ability to accept non-cash electronic payments by way of credit and debit card transactions. Use of EFTPOS allows schools to increase the options and convenience provided to parents/debtors, as well as improves security by reducing the amount of cash handled and kept on school premises.

Purpose:

To ensure that EFTPOS transactions are made in a safe and secure manner, in accordance with *Schedule 1 of the Victorian Information Privacy Act 2000*.

Implementation:

1. The school EFTPOS terminal will be connected via a phone line and not via the internet. The terminal will be in a secure location which will allow for no unauthorised usage, and ensure privacy for PIN transactions.
2. Only transactions on credit cards can be accepted via phone or post. Transactions on debit cards require the card holder to be present at the point of sale.
3. Both an EFTPOS and a school receipt will be forwarded to the cardholder as a record of their transaction.
4. No cash transactions will be available.
5. Receipts will be entered onto CASES21 at the time the EFTPOS transaction is processed and both EFTPOS and school receipts issued.
6. The school will print both the merchant and the customer copies of the receipt for transactions, and will retain the merchant copy for audit purposes.
7. Refunds are not generally issued but a credit will be entered against the customer account.
8. If the EFTPOS facility is offline then only credit card transactions are allowed.
9. At the end of the day the school will use a separate receipt batch for EFTPOS transactions.
10. The settlement on the terminal is also performed at the same time the batch is updated. The daily total on each should match.
11. On the bank reconciliation the batch total for that date (less any refunds) should match the direct credit amount paid by the bank.

Evaluation:

This policy was last ratified by School Council in....

March 2018