MILDURA SENIOR COLLEGE

EFTPOS Receipting POLICY

Introduction

EFTPOS provides the College with the ability to accept noncash 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 the security by reducing the amount of cash handled and kept on school premises.

Establishment

School EFTPOS terminals will be connected to the bank via phone connections and not via the internet. This ensures that customer data is not collected or stored in a manner that makes the college susceptible to fraudulent transactions. Terminals will be located in a secure location which will allow for no unauthorised usage and ensure privacy for PIN transactions.

Processing Transactions

The College will only process transactions to accept school invoice payments i.e family charges, sundry debtors, trading operations payments. When processing a credit card transaction that requires a signature for authorisation, schools should ensure that the signature obtained on the receipt matches the signature on the card and that the card has not expired.

Receipts should be entered onto CASES21 at the time the EFTPOS transaction is processed and both original receipts issued.

Incorrect Transactions/Refunds

- Void transactions must be processed on the same day as the original transaction. After that period it must be treated as a refund.
- All documentation relating to the original transaction must be retained.
- The void transaction must be signed by the cardholder and by a school authorised officer who should not be the operator who processed the original receipts.
- Before the college processes a refund, the original receipt is to be produced or the receipt number identified and the refund must be approved by an authorised officer
- Refunds will be made via the EFTPOS terminal to the cardholders account
- The EFTPOS refund should be processed on the terminal and CASES21 on the same day. The original receipts and merchant copy of the refund is to be attached to the CASES21 payment voucher which is to be checked and approved by the authorised account signatories before being processed on the EFTPOS terminal.

Receipting/Banking

a. The College will include EFTPOS receipts in a normal receipts batch with cash/and or cheque receipts that is updated at the end of each day.
b. The settlement on the terminal is also performed at the same time as the batch is updated. The EFTPOS total (Batch total less Bank deposit Slip total) should match the settlement total
c. On the Bank reconciliation, the EFTPOS total for the date should match the direct credit amount paid by the bank.

Authorised Personnel

A EFTPOS user register will be established to record the name of the College users, their unique ID and the EFTPOS functions they are authorised to perform

Registered signatories at the bank for these accounts must comprise the principal as a mandatory signatory and a second co-signatory who must be a member of the college council and approved by council as a signatory. The Business manager cannot be nominated as a signatory to college accounts , even if a member of the college council.

Annual Review

The College Council is to formally minute and review annually this EFTPOS Receipting policy

Information to be retained by the College

The College will retain the following information in relation to the use of an EFTPOS facility

- Minutes of the College Council meeting approving the use of the facility
- EFTPOS policy approved by the College Council
- Register of approved school users
- Register of voided/refunded transactions
- Merchant copies of EFTPOS terminal receipts, voided/cancelled receipts and settlement documents
- Applicable CASES21 Reports

Date reviewed by College Council:

17/03/2014