

## **P3308 ACCEPTING CREDIT/DEBIT CARD AND INTERNET PAYMENTS**

### **BOARD POLICY:**

**Payments for meals, school fees and other district related charges can be paid using credit /debit cards and via the internet in accordance with applicable Kansas Statutes.**

Administrative Implemental Procedures:

1. The Chief Financial Officer or designee shall develop and control the process for:
  - a. Selecting service providers that will provide the district with a secure gateway and hosted solution for face-to-face credit/debit card and internet transactions;
  - b. Providing user and compliance training for designated school and department employees;
  - c. Reporting to administration and the Board of Education; and
  - d. Complying with credit/debit card company requirements, Payment Card Industry Data Security Standards, and Kansas Statutes.

Board counsel has approved this policy as to legal form and content.

Administrative Responsibility: Financial Services

New Policy: August 2010 P3308