

3.9.11 Credit Card Use Authorization

Last Revised: February 2024

Policy: The Piedmont Community College (PCC) Board of Trustees authorizes the use of credit cards for college tuition, fee payments, and the Pacer Café.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure by which college tuition, fee payments, and the Pacer Café can be made by credit card.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. The College Business Office will process credit card charges as follows:
 - 1.1.1. Credit card transactions are entered in the Business Office and the Pacer Café.
 - 1.1.1.1. Credit cards are processed using the credit card machine.
 - 1.1.1.2. Credit card transactions in the Business Office may be entered manually if the charge is phoned in.
 - 1.1.2. The College's banking institution will process credit card transactions and deposit the appropriate amount of funds into the appropriate college account.
 - 1.1.3. Each morning, Accounts Payable cuts a hard check for the total of the credit card charges from the previous day.

- 1.1.3.1. The check is drawn from the Institutional Funds bank account where the credit card funds were electronically deposited by the bank.
- 1.1.3.2. The check is then deposited into the appropriate college account.
- 1.1.3.3. These deposits are made daily, although there may be some elapsed time between the day of the charge and the day the funds are deposited.
- 1.1.4. Each month, the bank will send the College a statement showing the detailed credit card transactions for the month.
 - 1.1.4.1. The appropriate Business Office staff member reconciles the institutional funds bank statement.
 - 1.1.4.2. The Controller reviews the reconciliation, and any unusual reconciling items are investigated.

Legal Citation: N/A

History: Effective April 1993; reviewed October 2010; November 2021, February 2024