

# 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

# Legal Secretary Office Procedures Manual Template

**Prentice-Hall, Inc**



## **Legal Secretary Office Procedures Manual Template:**

**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 *Resources in Education*, 1997 **A Lawyer's Practice Manual** Prentice-Hall, Inc, 1964 *The Career Legal Secretary, Advanced*, 1982 *Paralegal Practice & Procedure Fourth Edition* Deborah E. Larbalestrier, Linda Spagnola, Esq., 2009-07-07 The completely revised and updated fourth edition of the most trusted paralegal desk references on the market Now fully revised and expanded the bestselling desk reference for paralegals at any level Each chapter has been completely updated to include the latest step by step instructions for every aspect of a paralegal's job with new procedures checklists and resources throughout Topics covered include Paralegal ethics Training programs Court systems and court procedures Federal court practice and procedures Pretrial practice and procedure Legal research tools Electronic trial preparation procedures In addition to the general resources that will be of value to every paralegal this guide also includes detailed information on practice and procedures for working in specialty law firms *Administration of the Labor-management Relations Act by the NLRB*. United States. Congress. House. Committee on Education and Labor, 1961 *Webster's Legal Secretaries Handbook* Coleen K. Withgott, 1981 A useful guide for streamlining procedures in the law office back cover **Administration of the Labor-management Relations Act by the NLRB** United States. Congress. House. Committee on Education and Labor. Subcommittee on National Labor Relations Board, 1961 *Guide to Training Opportunities*, 1986 **Administration of the Labor-Management Relations Act by the NLRB** United States. Congress. House. Committee on Education and Labor. Subcommittee on the National Labor Relations Board, 1961 *Secretarial Office Procedures* James Robert Meehan, Mary Ellen Oliverio, William Robert Pasewark, Peter Lawrence Agnew, 1972 1937 49 ed published under title Secretarial office practice by F W Loso and others 1954 66 ed published under title Secretarial office practice by P L Agnew and others

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Because of the variety of information required in the law office we felt the need to compile information from business law and office management into one useful reference source Thus this manual contains information and resources that both students and on the job law office employees can use US Senate Guide Volume 1 Basic Information, Organization, Procedures IBP, Inc., 2015-04-09 2011 Updated Reprint Updated Annually US Senate Guide vol1

**ICS Vocational Guidance Manual** International Correspondence Schools, 1967 ABA Journal, 1962-02 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association

Legislative Establishment Appropriation Bill United States. Congress. Senate. Committee on Appropriations, 1994

**Legislative Branch Appropriations for Fiscal Year 1997** United States. Congress. Senate. Committee on Appropriations. Subcommittee on the Legislative Branch, 1996 Resources in Education, 1985 **Kinn's The Medical Assistant - E-Book** Brigitte Niedzwiecki, Julie Pepper, 2022-11-20 Selected for Doody's Core Titles 2024 in Medical Assisting More than any other product on the market the most successful Medical Assistants begin their careers with Kinn Known for more than 65 years for its alignment with national curriculum standards Kinn's The Medical Assistant An Applied Learning Approach 15th Edition teaches the real world administrative and clinical skills essential for a career in the modern medical office always with a focus on helping you apply what you've learned This edition features a new unit on advanced clinical skills and expanded content on telemedicine infection control related to COVID 19 IV therapy radiology rehabilitation insurance coding privacy data security and much more With its approachable writing style appropriate for all levels of learners and a full continuum of separately sold adaptive solutions real world simulations EHR documentation experience and HESI remediation and assessment quickly master the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession Comprehensive coverage of all administrative and clinical procedures complies with accreditation requirements Step by step illustrated procedures include rationales and a focus on

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