

# 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

# It Help Desk Procedure Manual

**S Baum**



## **It Help Desk Procedure Manual:**

## Whispering the Techniques of Language: An Emotional Quest through **It Help Desk Procedure Manual**

In a digitally-driven earth where displays reign supreme and immediate transmission drowns out the subtleties of language, the profound techniques and psychological subtleties concealed within phrases frequently move unheard. However, located within the pages of **It Help Desk Procedure Manual** a fascinating fictional value pulsating with raw feelings, lies a fantastic quest waiting to be undertaken. Composed by an experienced wordsmith, this enchanting opus encourages visitors on an introspective trip, lightly unraveling the veiled truths and profound influence resonating within ab muscles cloth of each word. Within the emotional depths of the emotional evaluation, we shall embark upon a genuine exploration of the book is core styles, dissect their charming writing design, and yield to the strong resonance it evokes strong within the recesses of readers hearts.

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