



EFTPOS & COMPASS PAYMENTS POLICY

BLACKBURN LAKE PRIMARY SCHOOL

12 – 14 Florence Street Blackburn 3130

EFTPOS POLICY

BACKGROUND

Schools are able to accept and provide alternative payment methods to cash or cheque. Electronic Funds Transfer Point of Sale (EFTPOS) facilities is one alternative.

The Principal will be responsible for ensuring staff operating the merchant facility are made fully aware of security requirements, and that all data obtained through processing EFTPOS transactions remains safe from fraud. Staff authorised to process transactions should be minuted at School Council.

RATIONALE

EFTPOS will provide the school with the ability to accept non cash electronic payments by way of credit (*Visa* and *Mastercard* only) or debit cards. EFTPOS allows a school to increase the options and convenience provided to parent/debtors, as well as improves security by reducing the amount of cash handled and kept on school premises. The new machine we received in May 2015 now allows for pay wave for amounts under \$100.

IMPLEMENTATION

EFTPOS will operate within the following guidelines:

- Office staff only are authorised to use the machine
- Card details can be provided over the phone
- Faxed *Visa* or *Mastercard* credit card requests using a school proforma, which includes the card-holder's signature, will be accepted.
- Cash out is not available
- Refunds for payments can be handled by using the refund facility on the machine (day of transaction only) or in some circumstances by issuing a cheque or making a direct deposit into an account following the normal approval procedures through the Principal
- EFTPOS transactions are settled daily by the bank providing a Settlement Statement
- EFTPOS receipts making up a single settlement are processed through a single batch on CASES 21 and reconciled to the direct credit amount in the bank

MANUAL TRANSACTIONS

Security around manual transactions is a high priority. Cardholder information for periodic payments is kept in the safe. A 'Confidential Document Destruction' bin is used to dispose of this information when it is no longer required or by the end of any calendar year.

AUTHORIZED PERSONNEL

Business Manager, Office Manager, Bursar, Office assistants

COMPASS PAYMENTS

As an alternative to making payments via the schools EFTPOS facility parents can now make payments via Compass for Sport, Camps, Swimming and any other event requiring a charge that is posted on Compass.

Principal

School Council President

RATIFIED BY SCHOOL COUNCIL:

Date: _____

Review : May 2020