Credit Card Processing

“Rules of the Road”
Credit Card Processing

There are two critical elements to remember when processing credit cards.

- Speed
- Security
Speed

People pay with a credit card for their ease and promptness.

– All paperwork should be submitted to HQ within **2 weeks** of receipt of the data and preferably within **1 week**.

– Delayed processing creates confusion and concern for the person submitting the card.
  ◆ Results in lots of phone calls and emails.
  ◆ Can delay processing if payer disputes the charge.
Security

✧ Laws & regulations dictate how to store and retain full credit card data.
  – Fraud concerns require extreme caution about access to full data & retention.
  ✧ Do NOT email data or forms.
    – Fax or mail are the preferred option.
    – HQ fax is (856) 423-3420
  ✧ Save data on only 1 device.
    – Recommend using a chapter laptop.
  ✧ Delete data upon receipt of payment from HQ.
    – Shred any retained paper copies.
Timing of Reimbursements

♦ Talley only issues checks twice a month.
   – Pay dates are the 15th & 30th.
   – Talley will not reimburse the chapter until the credit card has cleared.
      ♦ If multiple charges are on a form they pay only those that have cleared as of the accounting closing date.
   – This is another reason you should process your requests promptly.
Obtaining An Advance

♦ We are developing a method to apply for an advance.

– On occasion a chapter relies on credit card payments to pay for the event.

♦ The first point of advance will be your region and then international.

♦ The advance will be cleared first as HQ receives the credit card payments.

♦ Any payments in excess after the advance is cleared will be paid to the chapter.
Additional Resources

♦ If you would like to research this topic further you should visit:
  – PCI Security Standards Organization at:
    ♦ [https://www.pcisecuritystandards.org/](https://www.pcisecuritystandards.org/)
    ♦ The site has videos and reference guides.