

Student Organization Credit Card Acceptance Policy

In accordance with the Payment Card Industry Security Standards Council (PCI SSC), the Finance Office is required to ensure members of Rollins College are accepting credit cards in a secure and compliant method. Rollins assumes that student organizations, since they have a budget within the college, are members and part of the college's risk. Therefore, they must follow the current guidelines in the PCI Policy and the Student Organization Policy.

Any method not stated within this policy, is not compliant and cannot be used by student organizations on behalf of Rollins College. We currently **do not allow** the use of Venmo, GoFundMe, or other applications that are used on personal devices or move through personal accounts. If you have questions regarding accepting payments, please contact us at pcicompliance@rollins.edu

Verified Modes of Credit Card Acceptance

-Eventbrite (via Office of Finance)

-Ingenico Credit Card Terminals (via Office of Finance)

Details on Verified Options

Eventbrite utilizes eCommerce or in-person payments which can be facilitated by renting of iPad and swipe extension from the Finance Office.

When using credit card terminals, all receipts that prompt for a signature must be signed. If the receipts for these transactions are not turned into Finance or returned with the equipment within 72 hours, then the money earned will not be deposited into the organization's budget code.

Requesting Credit Card Equipment or eCommerce

To guarantee that the Finance Office will be able to meet the needs of a student organization event, a member of the organization should contact Finance as soon as they know their needs and no later than 72 hours during business days prior to the planned event. It is important to note that the office has a limited supply of equipment and employees that can train on the devices; therefore, the best way to guarantee that an organization can accept credit cards is by reaching out early in the planning process so we can best accommodate the organization. Always indicate the location of your event to ensure that the Office knows which equipment to reserve and setup.

Equipment Guidelines

- To operate equipment from the PCI Compliance Office, you must receive training from an employee of the office.
- Equipment should always be returned to Campus Safety after an event. At no point should a student hold equipment in his/her possession overnight.
- If equipment has not been returned within 72 hours, a fine will be placed on the associated organization's account and the student could face consequences from Community Standards.
- The *Credit Card Machine Usage Checklist* should be retained and filled out according to the event, device, and users. This must be turned in with the equipment.

Finance is the first resource for any concerns or equipment issues and can be contacted at 407-628-6300. For any campus emergencies, always contact Campus Safety at 407-646-2999.

R-Card Acceptance

Student Organizations may accept the R-Card as a method of payment through Tarbuc\$; however, they cannot accept money that is marked for the on-campus meal plan. To accept Tarbuc\$, student organizations will fill out the *R-Card Terminal Usage Request Form*, found at rollins.edu/rcard. All request forms must be turned in within 72 hours of the event and equipment follows the same guidelines as those used for credit card acceptance.

Timeline for Requesting Equipment

- Email PCI Compliance Office with event information (including date, location, and needs) at least 72 hours prior to event. Attach *R-Card Terminal Usage Request Form* if accepting Tarbuc\$.
- Establish a training time and contact that will handle equipment and receive training from the Office
- Use equipment for duration of event and keep all receipts (signed) to be returned with the settlement report.
- Fill out *Credit Card Machine Usage Checklist* for every person who handles equipment and return at the conclusion of the event with the equipment.
- Return equipment to Campus Safety following the event.
- Return receipts with equipment or to Finance within 72 hours of the event.