

# Electronic Funds Processing Policy

The purpose of this policy is to permit the Little Cedars Elementary PTA to accept funds via credit card, both online and in-person, in a safe and secure manner. This policy is in addition to any applicable state and federal laws, and policies of the WSPTA.

This policy does NOT allow the PTA to make payments TO vendors or to reimburse expenses using a PTA credit card. In accordance with the *Washington State PTA Bylaws*, all checks and withdrawals from PTA accounts require two (2) signatures from elected officers. Credit and debit card payments are not allowed as they do not support two signees.

This policy applies to the Little Cedars PTA's board of directors, committee chairs, event organizers, volunteers at PTA-sponsored events, and to any other persons who have been authorized to accept funds on behalf of the Little Cedars PTA.

**The Little Cedars PTA can accept funds online via PayPal, or in person using an e-reader device. This payment type will only be offered when an event or online process can adhere to all the policies listed below.**

1. Only current PTA member(s) in good standing may process credit card payments.
2. Credit card readers/devices owned by the PTA will be stored with the Treasurer or in the PTA safe.
3. The card reader can be checked out for PTA-sponsored events or purposes (e.g., a membership table at Meet Your Teacher day, or Yearbook sales at a school event). To request use of the card reader, the Committee Chairperson should e-mail the Treasurer at least 7 days in advance.
4. If the card reader is used with a personal mobile device, no data may be downloaded to or saved onto the device.

**5.** The PTA will not write down or store individuals' credit card numbers or information. Credit card payments must be run in an adult cardholder's presence, or by the adult cardholder using the PTA or PayPal websites. Credit card numbers should not be written down on paper forms for payments or sent via email, and should not be recorded or stored in PTA or personal files.

The PTA cannot be responsible for the security of credit card numbers if sent by unsolicited emails or paper mail delivered to the school.

**6.** When accepting credit cards, the accounting records must reflect both the actual revenue and the fees paid to the credit card processor. The entire charge should be recorded as income, and the fee as an expense. For example, if the PTA's membership dues are \$15.00, and PayPal charges a 5% fee, the full \$15.00 should be recorded as revenue, and the fee ( $\$15 \times 5\% = \$.75$ ) recorded as an expense.

**7.** If a refund is necessary, the refund can only be credited to the same account from which the purchase/donation was made. You may not refund a credit card transaction by cash or check.

**8.** Cardholders who request a refund will be responsible for paying any related bank/PayPal fees.

**9.** PayPal account usage will be actively monitored by the PTA Treasurer.

**10.** The PayPal account login information will be treated as sensitively as bank account login information, and jointly managed by the Treasurer and President.

**11.** Monthly PayPal/Square statements will be reviewed by a board member who is not a signer on the account.

**12.** Financial transactions must comply with all other LCE PTA and WSPTA financial policies.

*This policy was adopted by the membership of the Little Cedars PTA on \_\_\_\_\_, 2018*