EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
REGULATION No. – 7.13

TITLE: **Credit Card Regulation**

EFFECTIVE DATE: **JUNE 2, 2017; REVISED AUGUST 4, 2022**

General Summary Statement of Administrative Regulation purpose: All Eastern WV Community and Technical College staff share in the responsibility to our customers to ensure the appropriate procedures and controls are followed in order to protect their card credit information. Credit cards are only ~~the~~ utilized for products and services provided through Eastern WV Community and Technical College.

PROCEDURE: **N**ew employees who will be using the credit card terminal as part of their job will:

- Receive credit card security training as part of their new employee orientation.
- Be required to acknowledge in writing they have read and understand Eastern WV Community and Technical College Credit Card Policies and Procedures

All employees who use the credit card terminals as part of their job will:

- Receive annual credit card security training.
- Be required to acknowledge in writing they have read and understand Eastern WV Community and Technical College Credit Card Policies and Procedures annually.
- Supervise anyone in areas where credit card information and the credit card terminal are stored.
- Ensure the security of the credit card machine by locking the doors when the desk is unstaffed.
- Inspect the credit card machine monthly.

In order to protect our customer's credit card information, the following procedures will be used in regards to the credit card terminal.

Only Eastern WV Community and Technical College trained staff are permitted to use the credit card terminal.

Acquisition of Credit Card Numbers

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To Process a Sale:

1. Press Sale or swipe card.
2. Swipe the credit card with the stripe facing the machine. (You can also manually enter the credit card number. If you do this, it will prompt you to enter the expiration date, customer's billing zip code and

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