

**SUNY DOWNSTATE MEDICAL CENTER**  
**Finance Division: Policies and Procedures**

**Department:** Bursar's Office

**No:** BUR-5

**Subject:** Credit Card Processing

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**Prepared by:** Ken Rodell

**Implementation Date:** Currently in place.

**Reviewed by:** Daniel Cutler

**Approved by:** Frederick J. Hammond, Jr.

**Distribution:**    Administrative Manual  
                           Department Manual  
                           Patient Care Manual  
                           AOD Manual

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- I. Purpose:** To document current procedures for processing credit card transactions and safeguarding data.
- II. Policy:** To ensure that the Bursar's Office implements appropriate procedures and controls for processing credit card transactions and safeguarding data.
- III. Responsibilities:** The Bursar's Office is responsible for the following:
- Processing of credit card receipts.**
- Proving out totals and recordkeeping.**
- Safeguarding credit card data.**
- IV. Procedures/Guidelines:**

VISA, Mastercard and Discover cards are accepted for all State payments at the Bursar's Office. Cards are swiped on a terminal provided by the credit card service, National Data. Upon approval, the charge is automatically processed through the terminal and a credit card receipt is printed. The customer signs the credit card receipt; the cashier keeps the original and the customer keeps the copy. The credit card receipts are kept in a designated box until the end of the day. In addition, a cashier in the Bursar's Office enters the transaction into the SASI cashiering system, using the designated credit card code of "99", with a SASI receipt provided to the customer upon completion of the transaction.

Upon closing the cashier's window at the end of the day, the credit card receipts are tabulated and compared to an un-batched Deposit Control Summary report generated from the SASI cashiering system. The totals from the credit card receipts and Deposit Control Summary report are then compared to the day's total figure as generated from the credit card terminal. When all three agree, the terminal is closed out for the day.

All the aforementioned documentation is held overnight in the Bursar's vault until transactions are batched the following morning. Upon batching, the credit card receipts and a SASI Deposit Control Summary are secured together and stored in the vault. After seven years, these records are shredded.

A cumulative excel spreadsheet is updated daily with information such as batch number, batch date, and receipt numbers, with separate totals for VISA, Mastercard and Discover transactions. A copy is then maintained with the batched Summary and Detail Deposit Control reports as generated from the SASI cashiering system. All information is maintained in a binder with other documentation for all other batches for that day.

Amounts from credit card receipts should appear in the State bank account from one to three business days after the credit card terminal is closed out. The Bursar's Office compares the Bursar's accounting records against the online banking system at least twice a week to guarantee that credit card deposits are being credited appropriately. A formal reconciliation is performed by the Department of Financial Management during the bank reconciliation process.

Date Reviewed	Revision One)	Required (Circle	Responsible Staff Name	Staff Title	Initials
	Yes	No	Daniel Cutler	Assistant Vice President for Finance	
	Yes	No	Frederick J. Hammond, Jr.	Senior Vice President and Chief Financial Officer	