

**MONMOUTH UNIVERSITY – OFFICE OF THE CONTROLLER
OFFICE OF CASHIERING**

**CREDIT CARD PROCEDURES FOR DEPARTMENTS
WITH CREDIT CARD MACHINES OR POS SYSTEMS**

Please be advised that the following are procedures that should be followed by departments in possession of credit card machines or point of sale (POS) systems:

1. Monmouth University accepts Visa, MasterCard, American Express and Discover.
2. Transactions include sales, refunds and voids.
3. Transaction may be manual or swiped.
4. Closing and batching out credit card machines or POS systems must be done at the end of each day in order to produce reports required by the Office of Cashiering to accurately perform daily reconciliation of credit card activity.
5. Credit card deposits with the appropriate General Ledger account numbers must be delivered to the Office of Cashiering within a day of processing the credit card transactions.
6. All credit card machine and POS system closing reports, the Detail Report, the Total Report and the Settlement Report (along with individual credit card transaction slips) must accompany the deposits.