

LEWIS-CLARK STATE COLLEGE



CASH HANDLING & DEPOSIT REFERENCE GUIDE

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TABLE OF CONTENTS	PAGE
Introduction	1
Purpose	1
Cash Management Team	1
Acceptable Forms of Payment and Definitions	1
Approval to Receive Funds	2
Internal Controls	2
Separation of Duties	2
Accountability	2
Safeguarding, Storing and Transporting Funds	2
Bank Accounts	3
Deposit Frequency	3
Bank Deposits (Outreach Locations Only)	3
Third-Party Courier/Armored Car Services	4
Coins and Currency	4
LCSC Deposit Slip Instructions	4-5
Deposit Completion and Accuracy	6
Deposit Cutoff Time	6
Corrections or Duplicate Receipts	6
Checks Mailed to LCSC	6
Photocopying Checks and Cash	6
Sales Tax	6-7
Donations	7
Raffles	8
Auctions	9
Accepting Credit Cards	9
Payment Card Information (PCI) Security	9
Mobile Credit Card Processing	9-10
Credit Card Refunds	10-11
Refunding Cash or Check Payments (Non-AR)	11
Cash Boxes	11
Change Funds	11
Petty Cash	11
TMT Contact Information	12

ACRONYMS USED IN THIS GUIDE	
CO	Controller's Office
TMT	Treasury Management Team
LCSC	Lewis-Clark State College
GL	General Ledger

INTRODUCTION

The collection of funds on behalf of LCSC is an important function and due care must be adhered to at all times with respect to the handling, securing and transporting of funds. These procedures are established in conjunction with the Idaho State Board of Education policies, which can be found on their website at https://boardofed.idaho.gov/policies/policy_jump.asp. The Controller or designee is authorized to update the contents of this document as needed. Further, the Controller or designee reserves the right to make interpretations and exceptions to these procedures. Previous practices, customs or habits do not justify deviation from these procedures.

PURPOSE

The purpose of this document is to provide guidelines for departments processing the collection of funds on behalf of LCSC. The V.P. for Finance & Administration or designee is the only individual authorized to establish bank accounts or other financial relationships on behalf of LCSC. Departments who have demonstrated a valid business purpose for receiving funds should seek approval from the TMT prior to initiating such activity. The TMT is responsible for ensuring that departments are authorized to collect funds and that personnel have been properly trained in the receipt and handling of funds. Management in the various departments is responsible for implementing proper collection practices and internal controls.

CASH MANAGEMENT TEAM

The TMT is located in the Controller's Office (CO) in ADM 103 and is comprised of the Controller, Lead Treasury Specialist, and Treasury Specialist. Questions regarding the policies or procedures included in this document can be directed to any of these individuals. Contact information is provided on the last page of this manual.

ACCEPTABLE FORMS OF PAYMENT AND DEFINITIONS

- *Funds* – Any form of legal tender accepted by LCSC (includes all methods listed below).
- *Cash* – Only U.S. government issued currency is accepted. Currency in denominations of \$50 or more must be verified with an approved counterfeit-detecting device. Departments regularly accepting \$50 or \$100 bills should purchase an approved counterfeit-detecting marker; otherwise, the TMT will check any bills prior to being deposited. Cash collections must be safeguarded at all times, using proper internal controls and security, including storing cash in a designated locked location. Departments unable to do so should not accept cash and should send individuals to the Cashier's Window to pay.
- *Checks* – Only personal or business checks drawn on U.S. banks made payable to LCSC or an abbreviation or derivative thereof will be accepted. Third party checks are prohibited. Checks should contain identifying information on the front of the check, including the full legal name(s) of the accountholder(s), their current mailing address and a valid phone number. The individual accepting payment should confirm that the written amount matches the numerical value, since the written value is how the funds should be receipted. Checks should be secured in a designated locked location where only authorized individuals can access them.
- *Money Orders* - Money orders drawn on U.S. banks made payable to LCSC or an abbreviation or derivative thereof will be acceptable. All applicable fields on the money order must be completed by the purchaser before payment is accepted.
- *Credit Cards* – Visa, MasterCard, Discover, and American Express cards may be accepted by approved departments in-person, over the phone or online. Credit card payments must be processed through a method approved by the TMT. All payment settlements must be deposited into an LCSC bank account. If applicable, processing fees must be paid by the department receiving the revenue. Employees or designees accepting credit card payments must confirm the cardholder's identity. In-person payments require a signature authorizing each payment. Settlement reports and merchant copies of all receipts must be brought to the Cashier's Window with a LCSC deposit slip.
- *Electronic Checks/ACH* – Electronic checks/ACH payments may be accepted by approved departments in-person or online once they have been setup with an approved processor by the TMT. All settlements must be deposited directly into an LCSC bank account. If applicable, processing fees must be paid by the department receiving the revenue. Returned electronic check payments are subject to a returned check fee.

APPROVAL TO RECEIVE FUNDS

Due to the size of LCSC and its multiple departments, it is not possible to establish a centralized location for accepting all payments; this has resulted in granting approval to selected departments to receive payments on behalf of LCSC. The TMT is responsible for working with authorized departments to ensure that LCSC funds are deposited in an accurate and timely manner.

Departments who need to collect or receive funds as part of their departmental operations should seek approval with the TMT. If approved, the TMT will be available to (a) provide training as needed to departmental personnel in the proper handling of funds, (b) review collection practices, and (c) discuss necessary internal controls.

INTERNAL CONTROLS

Internal controls should be continually monitored and reviewed to ensure that errors are minimized, misappropriations of funds are restricted and confidence is maintained in the cash collection and reporting system. These controls include but should not be limited to (1) separation of duties, (2) accountability, and (3) safeguarding of funds.

SEPARATION OF DUTIES

There should always be a clear separation of duties between an individual receiving the funds and the person depositing and reconciling the accounts. The functions listed below should be assigned to prohibit one employee from performing all associated duties:

- Receiving and opening mail
- Endorsing checks and monetary instruments
- Preparing and verifying deposits
- Reconciling deposits to departmental ledgers

In cases where staff limitation prevents the complete separation of all duties, close supervision and monitoring should be undertaken by the responsible department Director or Manager.

ACCOUNTABILITY

Individuals receiving and recording funds for LCSC have the responsibility of properly documenting all transactions. Each department should have a system in place to record the specific details of each transaction including the date, amount, and name of the individual(s) involved in the transaction. The documentation should provide an audit trail so the transaction can be subsequently reviewed. These records should be retained by the department and kept separate from the funds.

SAFEGUARDING, STORING AND TRANSPORTING FUNDS

Departments approved to accept funds on behalf of LCSC are responsible for securing all funds in their possession. This includes petty cash, change funds, cash boxes, and pending deposits. The extent of the physical storage facility should depend on the amount and regularity of the funds collected. Acceptable locked locations include a locked desk drawer, reinforced cabinets, safes or vaults. Any locked location should only be accessible by authorized individuals.

Transporting deposits to the Cashier's Window should not follow any fixed regular time or route pattern; deposit times should vary and be subject to change at short notice, so as to prevent the possibility of others knowing exactly when employees will have access to cash. Bank deposit bags should always be disguised in other bags, envelopes or applicable containers. Under no condition should deposit bags be exposed to public view. Employees' safety is of paramount importance, and employees should contact the LCSC Security Office if they feel threatened or if their personal safety is compromised. Deposits containing a large amount of cash should be brought to the Cashier's Window under dual control, which includes either two employees or an employee and an LCSC security officer. Unless otherwise directed by the TMT, under no circumstances should LCSC funds be taken off campus.

Items used to store or transport funds must be purchased by the department accepting the funds and approved by the TMT. The TMT will assist with finding acceptable options, if requested. Deposits should be brought to the Cashier's Window during business hours. Do not send deposits containing funds in campus mail.

BANK ACCOUNTS

LCSC funds must be deposited to an official LCSC bank account; under no circumstances should a departmental or personal bank account be setup or used. Only the V.P. for Finance & Administration or designee has the authority to establish banking relationships with a financial institution on behalf of LCSC.

DEPOSIT FREQUENCY

Departments should make deposits at least weekly, more frequently when necessary. The table below reflects the expected timeframe for deposits to be submitted at the Cashier's Window based on the dollar amount of the deposit. If a department does not have an approved secure location to store cash, checks or credit card information, deposits should be brought to the Cashier's Window the same day the funds are received.

The following guidelines are provided to ensure all departments comply with these procedures:

Deposit Total	Deposit to Cashier's Window
Up to \$499.99	Within 5 business days
\$500.00 to \$2,499.99	Within 2 business days
\$3,000 to \$49,999.99	Next business day
\$50,000 or More	Same day, if possible

Departments should use the official LCSC Deposit Slip, which can be downloaded from the CO website at <https://www.lcsc.edu/controllers-office/forms>. The Deposit Slip is in Microsoft Excel format and any changes or deviations to the form must be approved by the TMT. Questions regarding the Deposit Slip should be directed to the TMT. See *LCSC Deposit Slip Preparation*.

All funds must be deposited at the Cashier's Window in a timely manner, unless alternate arrangements are made and approved by the Controller or designee. LCSC entities located away from the main campus can request approval to make deposits directly to the LCSC General Operating Account. See *Bank Deposits (Outreach Locations Only)*.

BANK DEPOSITS (OUTREACH LOCATIONS ONLY)

The TMT or designees are the only individuals authorized to contact LCSC's banking partners to request deposit books or other banking supplies. Deposit books will be distributed to authorized department staff only. Since bank deposits slips contain LCSC's bank account information every effort must be made to keep them in a secure location at all times. All deposit slips must be completed in duplicate and should provide the total cash, a detailed list of all checks with check number, amount and name of payer. A copy of the bank deposit slip, bank acceptance receipt and a supporting LCSC deposit slip should be brought to the Cashier's Window in-person or saved on the designated Outreach shared drive, which is accessible to only the necessary individuals, including the Treasury Specialists. If a deposit is saved to the shared drive, a notification email should be sent to cashier@lcsc.edu and any department necessary to complete preparation of the LCSC deposit slip.

Please refer to the example below on how to complete a bank deposit slip. If a deposit contains more than 28 checks, list the additional checks on the reverse side of the deposit slip, then enter the total for those additional checks in the "Total From Other Side or Attached List" box at the bottom of the deposit slip and include that amount in the deposit total.

Date payments made or date deposit prepared

DATE	CURRENCY	COINS	TOTAL CASH	CHECKS	AMOUNT	DEBITS
		100.00	100.00			
1						
2				Johnson #1234	125.00	
3				Anderson #558	57.00	
4				Smith #7687	600.00	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
				TOTAL FROM OTHER SIDE OR ATTACHED LIST		
				TOTAL DEPOSIT	882.00	

LEWIS-CLARK STATE COLLEGE
LEWISTON
500 8TH AVE
LEWISTON, ID 83501



Anytime Line 1-888-678-7800
sterlingavingsbank.com

Lewiston - Downtown
521 F Street
Lewiston, ID 83501

DEPOSIT TICKET
TOTAL ITEMS
N/A

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

28-7174/3251
1075

RE-ENTER GRAND TOTAL IN SCREENED BOXES

\$ 882.00

Field	Instructions
Department	Name of the department preparing deposit.
Contact	Name of the individual preparing deposit.
Extension	Direct extension for individual preparing deposit.
Deposit Date	Date deposit is prepared or date funds received.
Deposit Total	Total of all funds included on deposit slip.
Payer	Name of payer(s) or brief description for deposit activity. Limited to 30 characters, prints on the receipt and is description for transaction in GL/F9.
Comments	To be used only when information must be referenced on receipt. Comments are stored in Colleague for audit purposes, but will not show in GL/F9.
GL Account (15-digits)	Formatted for full 15-digit GL account numbers. Account numbers should only be used once on each deposit slip. If more than one payment for a specific account needs to show in GL/F9 individually, prepare a separate deposit slip for each transaction. One cash receipt is posted for each deposit slip (unless previously arranged).
Description	Brief description of activity or name of object.
Cash	Total of all cash being deposited into specified GL account.
Checks	Total of all checks being deposited into specified GL account.
Credit (Batch)	Total of all credit card transactions processed on a standalone terminal being deposited into specified GL account.
Credit (Manual)	Total of all unprocessed credit card transactions being deposited into specified GL account (submitted on authorization form and processed by the TMT).
E-Checks (Manual)	Total of all unprocessed ACH/E-Check transactions being deposited into specified GL account (submitted on authorization form and processed by TMT).
Web Payments	Total of all web payments (online credit card or ACH/E-Check activity) being deposited into specified GL account. <i>Example: ACl or PayPal</i>
ACH (In Bank)	Total of all ACH transactions (deposited directly into LCSC's general operating account) being deposited into specified GL account.
Payment Total	Sums all payment activity entered for all pay methods for each line item.
Non-Tax Total	The portion of the payment total that is not taxable for each line item.
Taxable Total	Calculated taxable portion of the payment total based on the non-tax amount entered and current sales tax rate.
Sales Tax Total	Calculated total sales tax based on the payment totals, non-tax total and current sales tax rate.
Account Total	Sum of non-tax and taxable totals and is the amount to be recorded to the specified GL account. (Does not include sales tax).
Totals Row	Totals each column for reconciliation purposes.
Out of Balance Feature	Appears when Deposit Total and sum of total Sales Tax and Account Totals is not equal. <i>See example.</i>



DEPOSIT SLIP

Controller's Office Cashier
 500 8th Avenue | Lewiston, ID 83501
 Phone: (208) 792-2351 | Fax: (208) 792-2174

OUT OF BALANCE \$ 100.00

DEPARTMENT	CONTACT	EXTENSION
Warrior Club	Ima Warrior	1234

DEPOSIT DATE	DEPOSIT TOTAL
Date Deposit Prepared	\$ 700.00

PAYER (30 character limit, shows on receipt & GL report)	COMMENTS (shows on receipt ONLY, not on GL reports)
Name of payer(s) or brief description of deposit activity	Additional information that needs to be included on the receipt but will not show up in the GL (F9)

GL ACCOUNT (15-DIGITS)	DESCRIPTION	CASH	CHECKS	CREDIT (BATCH)	CREDIT (MANUAL)	E-CHECKS (MANUAL)	WEB PYMTS	ACH (IN BANK)	PAYMENT TOTAL	NON-TAX TOTAL	TAXABLE TOTAL	SALES TAX TOTAL	ACCOUNT TOTAL
12-34-567891-0-112	Purpose of Payment	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 600.00		\$ 566.04	\$ 33.96	\$ 566.04

DEPOSIT COMPLETION AND ACCURACY

To prevent delays in processing deposits, please ensure that it is complete and accurate before submission to the TMT. Deposit slip totals should match any funds (cash, checks or credit card slips) included with the deposit. Any portion of the revenue that is non-taxable should be recorded to adjust the sales tax total deducted from the deposit. Account numbers should be valid and appropriate for the type of revenue (confirm with TMT, if necessary). If you have questions regarding deposit preparation, please contact the TMT for assistance.

DEPOSIT CUTOFF TIME

To ensure same day processing, please bring completed deposits to the TMT by 3:00 PM. Deposits received after 3:00 PM will be processed the same day if time allows. Please note that errors with the deposit may cause delays in processing.

CORRECTIONS OR DUPLICATE RECEIPTS

In situations where a duplicate deposit was submitted and processed that requires a reversal of the duplication, the following must be adhered to:

- The department must submit an explanation for the duplicate submission and request a reversal of the recorded transaction.
- If the duplication is found by the TMT, further information will be requested from the department or an explanation of the findings will be provided to the department along with any documentation to support the correction.

Written requests for corrections should be sent to cashier@lcsc.edu, which is shared by the Treasury Specialists. Please include the receipt number and an explanation of the necessary correction. If any additional information is needed, the TMT will follow-up with the department.

CHECKS MAILED TO LCSC

The campus mailroom normally directs any mail that appears to contain a check to the TMT. If you are expecting a payment in the mail, please notify the TMT by email at cashier@lcsc.edu. If an invoice containing deposit instructions was sent to the payer, please email the invoice to the TMT. If you did not prepare an invoice or it does not contain deposit instructions, please complete and email a LCSC deposit slip to the TMT. This advanced notification ensures prompt processing of payments and provides the TMT with a contact person if there are questions on the specific payment. In addition, due to the high volume of mail received on campus, checks made payable to an employee for personal reasons should be mailed to their personal address, not LCSC.

PHOTOCOPYING CHECKS AND CASH

- **Checks** – copies should only be made when it is necessary for the department to retain a copy of the check for documentation purposes. The account information at the bottom of each check must be omitted from all copies. Departments can purchase a reusable tape specifically designed for this purpose through Office Depot (check with the TMT before ordering). Be sure to remove the tape immediately after copying and before bringing checks to the Cashier's Window for deposit.
- **Currency** – due to strict laws and regulations regarding copying currency, it is best practice not to do so.

SALES TAX

Departments are responsible for understanding when sales tax needs to be withheld from any funds they collect and should be recorded accordingly on each deposit slip submitted to the TMT.

What is taxable?

- Any tangible goods sold (candy, food, meals, t-shirts, drinks, calendars, etc.)
- Admission charges and ticket sales (athletic events, dances, dinners, banquets, concerts, fundraising events)
- Fees charged for use of a facility (fitness center membership fees)
- Rentals for living purposes that do not exceed 30 consecutive days
- Any publication, or labor to print or imprint (subscription or printing fees)

- Renting or leasing tangible personal property
- Auction Items (see additional information below regarding auctions)
- Materials and labor for any custom-made tangible personal property
- Labor to produce, process or fabricate tangible personal property
- Goods sold at rummage sales or yard sales
- Fixed admission fees and merchandise prices referred to as “donations” (see additional information below regarding donations)
- Registration fees (camps, tournaments, etc.)

What is non-taxable?

- Donations (see additional information below regarding donations)
- Locker rentals
- Raffle ticket sales (or a chance to win a prize)
- Rentals for living purposes that exceed 30 consecutive days
- Advertising (billboards or publications)
- Association dues
- Car washes
- Competitor entry fees like races or tournaments (any portion of the entry fee that is for use of a recreational facility or equipment rental is taxable)
- Literature, audiocassettes, videotapes, CDs, etc. that are both published and sold by a nonprofit organization.
- Fees for lessons or instruction
- Registration fees for conferences, speeches, seminars, etc. (but any portion of the fee that is for meals or recreation is taxable)
- Fees for using a facility for non-recreational purposes (educational or religious programs)

What is Exempt?

The following categories are reasons for a taxable sale to be exempt from sales tax. The necessary documentation must be provided by the buyer before or at the time of the transaction and a copy must be retained to support the reasoning for the exempt sale.

- The goods will be resold
- The buyer is exempt
- The buyer's industry is exempt
- The goods will be put to an exempt use

DONATIONS

Donations, or free will offerings, are not taxable unless you put a price on what you are selling, even if you call it a donation, it becomes taxable. If you advertise “donations accepted” with no amount mentioned or implied and people may attend without paying, it is considered a donation and is not subject to tax.

All monetary donations should be recorded in Colleague using the following process:

- Department completes LCSC Donation Deposit Slip and emails electronic copy (Excel or PDF) to Foundation.
- Foundation reviews and responds with any questions before approving.
- Foundation approves deposit slip by forwarding original email back to Department and copying TMT.
- Department prints approved deposit slip and makes copies of all checks (omitting account information).
- Department brings deposit slip, check copies and all funds (cash, checks, credit card settlements) to TMT.
- TMT confirms funds match deposit slip and processes deposit.
- TMT then distributes deposit documentation to the originating Department and Foundation.

Sponsorships should be reviewed to determine if any portion is considered a donation.

Please coordinate with the Foundation Office on all donations to determine what information they need for their records.

RAFFLES

The TMT must be notified of any upcoming raffles before advertising or selling tickets to ensure that the raffle complies with Idaho Code. The following rules are a general idea of things to consider when setting up a raffle. A completed Raffle Information Sheet must be submitted to the TMT within three business days of the raffle date. The Raffle Information Sheet can be downloaded from the CO website under Forms.

- Drawings must be held in the State of Idaho.
- As a higher education institution, we are not limited to the number of raffles we can conduct annually.
- The maximum aggregate value of cash prize(s) per raffle may not exceed \$1,000.
- If merchandise is used as a prize and it is not redeemable for cash, there is no limit on the value per raffle.
- Raffle information must be submitted to and retained by the Raffle Manager for 5 years.
- A list of raffles must be provided to the Idaho State Lottery (ISL) annually by the Raffle Manager.
- At least 80% of the proceeds must be used for charitable, educational or civic purposes.
- If more than one prize is offered to the same pool of entries, the aggregate of those prize(s) must be used and is considered one raffle.



Raffle Information Sheet

Instructions: This document must be completed for all raffles conducted on behalf of LCSC per Idaho Code 67-7710. The LCSC Controller's Office must be notified of all upcoming raffles prior to advertising or selling tickets to ensure that we are in compliance and to prevent violations/penalties. Please review the information below and direct any questions or concerns to the Controller's Office.

1. Drawings must be held within the State of Idaho.
2. As a higher education institution, we are not limited to the number of raffles we can conduct annually.
3. Maximum aggregate value of cash prize(s) per raffle may not exceed \$1,000.
4. No maximum limit of value per raffle applies for merchandise prize(s) that are not redeemable for cash.
5. Raffle information records must be retained for a period of 5 years.
6. A list of raffles must be provided to the Idaho State Lottery (ISL) annually.
7. If annual gross raffle revenues exceed \$200,000, an annual audit report performed by a CPA must be submitted to the ISL within 90 days of the license year expiration.
8. At least 80% of raffle proceeds must be used for charitable, educational or civic purposes.
9. If more than one prize is offered to the same pool of entries, the aggregate value of those prize(s) must be used and is considered one raffle.

If your raffle is approved, this form must be completed and returned to the Controller's Office within 3 business days following the raffle date.

Dept/Division: Business Division Contact Person: Jesse Smith Phone: (208) 792-2350

Raffle Date: 12/01/16 Raffle Location (City): Lewiston Date(s) Tickets Sold: 11/01/16 - 11/30/16

Ticket Price(s): \$20 each Value Cash Prize(s): \$ 500.00 Value Merchandise Prize(s): \$ 5,000.00

List all Cash Prize(s): (1) \$200 VISA cash card, (2) \$100 VISA cash cards, (2) \$50 VISA cash cards

List all Merchandise Prize(s): (1) Hawaiian Vacation Package - Airfare, Lodging, Meals, Travel Expenses

List Merchandise Prize(s) redeemable for cash: N/A

Tickets Sold: # 450 \$ 9,000.00 Actual Cost for all Prize(s) not including donated items: \$ 5,500.00

Other Expenses: \$ 200.00 Explanation of Other Expenses: Advertising & Supplies

Proceeds from this raffle will be used for: Scholarships for LCSC business students

List name, address and prize(s) won for each winner of this raffle. Attach a separate sheet if more space is needed.

Bob Smith 123 4th St, Lewiston, ID 83501 \$50, Sally Jones 234 5th St Clarkston, WA 99403 \$50,

Mark Jacobs 600 South St Moscow, ID 83843 \$100, Jan Fitzgerald 825 Main St, Juliaetta, ID 83535 \$100,

Calvin Klein 999 6th St Lewiston, ID 83501 \$200, Nancy Coleman 1900 4th St, Clarkston, WA 99403 \$5,000

AUCTIONS

If proper procedures are followed, auctioned items are only taxable based on their fair market value.

For example, if you sell an item for \$100 that you could buy at the store for \$10, tax only applies to \$10 if you keep proper records. The amount that exceeds the fair market value is considered a donation, in this case \$90.

- Place a sign by each auction item indicating its suggested market value. If you have a bid sheet for each item, you can include this information at the top of the bid sheet.
- If you provide a receipt or invoice, it should be broken down to show the fair market value, the tax on that amount and the difference as a donation.
- Deposits for auction sales must be recorded the same way as the invoice or receipt.
- If you do not follow these procedures, the full amount is taxable.
- Donated services (such as bookkeeping or lawn mowing) are not taxable auction items.

ACCEPTING CREDIT CARDS

Departments that choose to accept credit cards as a method of payment have the following options. The cost of any equipment and processing fees are the responsibility of the department.

- **Point-of-Sale Terminal** – a standalone terminal that accepts magnetic strip and EMV chip cards, and prints paper receipts and reports. Payments can be manually entered for phone payments where the card and payer is not present. Monthly processing fees are billed and paid in the following calendar month.
- **Mobile Credit Card Terminal** – an LCSC-owned mobile device connected to an approved secured Wi-Fi network that accepts both magnetic strip and EMV chip cards through the Square app. Electronic receipts are emailed or texted to the payer and reports are accessible through the Square app or via the Square website. Funds are sent to the bank daily and processing fees are deducted from the bank settlement, which are recorded when the funds are deposited in Colleague. (*Refer to Mobile Credit Card Processing*)
- **Web Payments** – payers visit a payment website setup specifically for LCSC that allows them to enter their own payment information to submit payment to LCSC. Reports for activity are available online. Processing fees can be passed on to the payer for student-related payments only. Payment confirmations can be emailed to the payer to serve as a receipt (and copied to the department to serve as notification of payment received). Monthly processing fees are billed and paid in the following calendar month.
- **Web-based Point-of-Sale Terminal** – a web-based payment site, which allows an LCSC employee to manually input payment information or swipe cards with a USB card reader. Payment confirmations can be printed and provided to payer to serve as a receipt. Reports for activity are available online.

If departments do not have enough regular payment activity to justify accepting credit cards, please inquire with the TMT to make other arrangements.

PAYMENT CARD INFORMATION (PCI) SECURITY

Departments should coordinate with the TMT before accepting credit card information, which should be obtained from the cardholder in-person or over the phone. Departments who do not have a means to process credit card payments, may be able to collection payment information with the appropriate Credit Card Authorization form (contact the TMT before accepting payments). It is best to avoid writing down credit card or bank account information whenever possible, particularly asking cardholders to mail or email payment information to LCSC.

Departments must keep any authorization forms in a secure location and bring them to the Cashier's Window for processing as soon as possible. Do not email or mail payment information to the TMT, it must be brought to the Cashier's Window along with an LCSC deposit slip in-person during business hours.

MOBILE CREDIT CARD PROCESSING

The ability to process credit card transactions through a mobile terminal comes with several requirements to ensure that the transactions are processed per Payment Card Information (PCI) security standards. Mobile terminals can be

used in place of a point-of-sale terminal; however, there are currently other options available that may be less costly. Please discuss all options with the TMT to determine what the best fit for your department.

When using a mobile terminal, it must remain connected to an approved secure Wi-Fi network. If access to an approved secure Wi-Fi network is unavailable, the mobile terminal must be used in offline mode.

Departments have the option to checkout a mobile terminal (iPad) from the CO as needed. There are two available on a first come, first serve basis. Refer to the steps below for more information on this option.

- Notify the TMT at least 2 weeks prior to the event to reserve one or both terminals.
- The TMT will work directly with the contact person to determine what settings may be necessary to customize the mobile terminal for the event.
- The mobile credit card agreement must be signed by an approved signer for the cost center specified on the agreement.
- Once the event is over, all equipment is returned to the TMT. Note: The replacement cost for any lost, stolen or damaged equipment is outlined on the agreement and will be charged to the GL account specified on the agreement.
- The TMT will work with the department on completing deposit slips for all mobile terminal payments.

Departments who show a need for a long-term mobile terminal, have the option to purchase their own equipment. Refer to the steps below for more information on this option.

- Contact the TMT to determine if a mobile terminal is the best option.
- Determine which mobile devices are compatible with the mobile processing application (app).
- Obtain approval from LCSC Information Technology (IT) before purchasing any equipment.
- Once approved, purchase the necessary equipment within the approved guidelines.
- Card readers for mobile terminals must be ordered through the TMT.
- Note: If a protective case is installed on a mobile device, an audio jack extender may be required. If the card reader will not plug securely into the audio jack, please contact the TMT.

CREDIT CARD REFUNDS

In most cases, credit card payments must be refunded back to the original card number through the original merchant account (terminal). Since LCSC accepts credit cards in several different methods, the most common scenarios are outlined below. To ensure that employees are acting within regulations, it is best to check with the TMT prior to processing credit card refunds.

- **Online Payments** – online credit card payments can be refunded within 90 days from the original payment date. Departments must complete a Credit Card Refund Request form, located on the CO website under Forms, and submit the completed form via email to cashier@lcsc.edu. *Example provided below.*



CREDIT CARD REFUND REQUEST FORM

Controller's Office Cashier
500 8th Avenue | Lewiston, ID 83501
Phone: (208) 792-2351 | Fax: (208) 792-2174

DEPARTMENT	CONTACT	EXTENSION	DATE
Warrior Club	Ima Warrior	1234	Date Deposit Prepared

ORIGINAL PAYMENT INFORMATION													
REFUND ITEM #	PAYER NAME (LAST, FIRST)	DATE	AMOUNT (POSITIVE)	LAST 4-DIGITS CARD #	CASH RECEIPT #	GL ACCOUNT (15-DIGITS)	ACCOUNT DESCRIPTION	REFUND AMOUNT (NEGATIVE)	NON-TAX TOTAL (NEGATIVE)	TAXABLE TOTAL	SALES TAX TOTAL	ACCOUNT TOTAL	REFUND REASON
1	Name of Payer	Pymt Date	100.00	1234	123456	12-34-567891-0-1112	Purpose of Payment	(\$50.00)	(\$50.00)	\$0.00	\$0.00	(\$50.00)	Registration cancelled within refund period

- **Point-of-Sale Terminal Payments** – credit card payments processed on any standalone terminal must be refunded back on the same terminal and card number. There is no time limitation and it is a regulation with the credit card companies that requires us to process the refund back to the original card. Our processor does monitor refund activity and notifies us when questionable activity occurs. These refund requests should be submitted on an LCSC deposit slip as a negative amount to the original revenue account(s). *Example provided on following page.*

**DEPOSIT SLIP**

Controller's Office Cashier
 500 8th Avenue | Lewiston, ID 83501
 Phone: (208) 792-2351 | Fax: (208) 792-2174

DEPARTMENT	CONTACT	EXTENSION
Warrior Club	Ima Warrior	1234

DEPOSIT DATE	DEPOSIT TOTAL
Date Refund Processed	\$ (100.00)

PAYER (30 character limit, shows on receipt & GL reports)	COMMENTS (shows on receipt ONLY, not on GL reports)
Refund Last, First (Cardholders Name)	Include original cash receipt number & date when revenue was posted in Colleague

GL ACCOUNT (15-DIGITS)	DESCRIPTION	CASH	CHECKS	CREDIT (BATCH)	CREDIT (MANUAL)	E-CHECKS (MANUAL)	WEB PYMTS	ACH (IN BANK)	PAYMENT TOTAL	NON-TAX TOTAL	TAXABLE TOTAL	SALES TAX TOTAL	ACCOUNT TOTAL
12-34-567891-0-1112	Purpose of Payment			\$ (100.00)					\$ (100.00)	\$ (100.00)	\$ -	\$ -	\$ (100.00)

- **Mobile Terminal Payments** – If a credit card transaction originally processed through the mobile, credit card application (app) needs to be refunded, please inquire with the TMT by emailing cashier@lcsc.edu. We will advise on the steps necessary to process the refund depending on the circumstances.

REFUNDING CASH OR CHECK PAYMENTS

Refund requests for non-AR payments should be requested and refunded per this policy. Non-AR payments are payments posted directly to a GL account. Please note that this policy does not apply to payments posted to a Student Account.

- **Same Day** – payments deemed refundable by an authorized individual before the TMT closes on the same day the payment was posted in Colleague. If cash was used for the original payment, the TMT issues a cash refund in-person to the payer. If a check was used for the original payment, the TMT returns the check to the payer in-person. All same-day refunds require a signature from the payer to acknowledge receipt of the refund (cash or check). If the payer is not able to return to the Cashier's Window to obtain their refund in-person, please refer to the *After Payment Date* policy for issuing a refund.
- **After Payment Date** – payments deemed refundable after the TMT closes the same day the payment was posted in Colleague. When this occurs, a requisition should be submitted to request a refund check from the appropriate GL account. If the original payment was made with a check, please wait at least 10 business days before issuing a refund check to allow time for the original check to clear the bank.

CASH BOXES

Cash boxes are intended to provide cash to facilitate making change when receiving revenues on a short-term basis. An individual authorized to act on behalf of the LCSC department or club should email their request to cashier@lcsc.edu at least two business days prior to the date needed – including the department/club name, reason for request, pickup date and the amount needed including breakdown by denomination. The cash box agreement form will be sent to the requester via email and should be signed by an authorized signer for that cost center. The cash box and original dollar amount borrowed should be returned to the Cashier's Window at the agreed upon date/time. Cash boxes must be kept in a secured location at all times that is only accessible by authorized individuals.

CHANGE FUNDS

Change Funds are intended to provide cash to facilitate making change on a long-term basis. Change Funds must be kept in a secured location at all times that is only accessible by authorized individuals. Please inquire with the CO at (208) 792-2351 or cashier@lcsc.edu for more information.

PETTY CASH

Petty cash is intended for departments with a need to purchase small quantities of supplies or other materials in order to meet an immediate academic or administrative need. Petty cash funds must be kept separate from all other funds in a secure location that is only accessible by authorized individuals. Please inquire with the CO at (208) 792-2351 or cashier@lcsc.edu for more information.

CONTACT INFORMATION

Please contact the TMT with any questions or concerns regarding any of the information provided in this guide.

Name	Title	Phone	Email	Questions Regarding
Lauren Grijalva	Lead Treasury Specialist	208-792-2351	cashier@lcsc.edu	Merchant Services, Raffles, General Cashier
Kelsie Seitz	Treasury Specialist	208-792-2351	cashier@lcsc.edu	Banking, Sales Tax, General Cashier
Teresa Cole	Controller	208-792-2335	trcole@lcsc.edu	Policy Changes or Exceptions