

Policies and Regulations

NEPN Code: DGD/STI

Fiscal Management

Credit Cards

Revenues

The School Board authorizes the acceptance of credit and debit cards as a means of payment to Southeast Technical College for certain programs approved by the Business Manager. STC recognizes and supports the importance of security protection both in electronic and non-electronic systems of cardholder data. All District, Southeast Technical College, departments and personnel who accept credit and debit cards must adhere and maintain Payment Card Industry Data Security Standards (PCI-DSS) Compliance.

The Vice President of Finance and Operations or designee is responsible for a review of security and risk assessment annually, conducting required annual training of employees, and overseeing that all departments have met the PCI-DSS requirements. The compromise of any cardholder information should be reported immediately to the Vice President of Finance and Operations

Expenditures

The School Board authorizes the use of credit cards (i.e. purchasing cards) for Southeast Technical College purchases. The President or designee is responsible for the authorization and control of the use of credit cards, subject to final Board approval of payments.

The Board has the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board revokes use of a card, the card shall be surrendered to the President or designee. However, in the event the employee is the President, then the card shall be surrendered to the Superintendent.

Policy		Board Action
adopted:	07-15-11	36116
reviewed:	10-28-13	36752