

Dorset Primary School No: 5132
EFT POLICY

**EFTPOS – ELECTRONIC FUNDS TRANSFER AT POINT OF SALE –
POLICY**

EFTPOS will provide the school with the ability to accept non cash electronic payments by way of credit or debit cards. This facility will increase the options and convenience for parents and reduce the amount of cash handled and kept at the school.

EFTPOS will operate within the following guidelines:

- Documentation will be kept by the school confirming all transactions such as merchant copies of EFTPOS receipts, voided receipts, daily EFTPOS reconciliation reports, authorisation details and relevant CASES21 reports.
- Office staff only are authorised to use the machine. Currently this is Debbie Payne, Palma Coppa, Cynthia Hellenen and Nicole Graham.
- No transactions will occur over the phone. Faxed credit card requests using a school proforma, which includes the card-holders signature, will be accepted. Debit cards only require the person to be present at point of sale.
- Cash out will not be available.
- Refunds for payments will be handled by issuing a cheque following approval by the Principal.

Drafted by School Council Finance Sub-Committee.

Council approval date : 22/02/2012

Last Reviewed : February 2015