
2211 GIFT CREDIT CARD POLICY

Effective: July, 2003
Revised: May, 2015
Last Reviewed: April, 2016
Resp. Office: Treasurer
Approval: Treasurer

PURPOSE

To ensure the proper recording, processing and filing of all donor credit card activity. The University accepts Master Card, Visa, American Express and Discover.

POLICY

All credit card information must be secured in locked file cabinets for privacy issues. Only authorized personnel should have access to such files.

Donor credit card information should not be recorded on the Gift and Pledge Transmittal form. Gifts are processed and recorded to the system and a gift receipt is generated and forwarded to the donor for tax purposes.