Appendix 10

BOE Agenda Item Executive Summary
Date: November 13, 2023

Topic: Second Review: Proposed Update to Financial Services Policy

Current Policy	Proposed	Title	Notes
3308	NA	Accepting Credit/Debit Card and Internet Payments	Update to conform to state statute and existing practices

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P3308 ACCEPTING CREDIT/DEBIT CARD AND INTERNET PAYMENTS

BOARD POLICY:

Payments for meals, school fees and other district related charges can be paid using credit /debit cards and via the internet in accordance with applicable Kansas Statutes.

Administrative Implemental Procedures:

1. The Chief Financial Officer or designee shall develop and control the process for:
   a. Selecting service providers that will provide the district with a secure gateway and hosted solution for face-to-face credit/debit card and internet transactions;
   b. Providing user and compliance training for designated school and department employees;
   c. Reporting to administration and the Board of Education; and
   d. Complying with credit/debit card company requirements, Payment Card Industry Data Security Standards, and Kansas Statutes.
2. **A fee may be collected to cover actual costs incurred by the school district by reason of the payment method used (for example, credit or debit card surcharges or interchange fees).**

Board counsel has approved this policy as to legal form and content.

Administrative Responsibility: Financial Services
Latest Revision Date: **November 2023**
Previous Revision Date: **August 2010 P3308**

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