



EFTPOS Receipting - Policy

Alexandra Secondary College provides EFTPOS facilities for use by parents, students and debtors as an alternative to paying fees and charges by way cash or cheque.

It is a secure method that can help minimise that amount of cash handled and kept on school premises.

The following criteria apply to the operation of the EFTPOS facility:

The EFTPOS machine is located in the general office and can only be operated after entry of a security code.

-EFTPOS transactions are limited to the payment of accounts only. There will be no “cash out” facility.

-Refunds will only be processed in “exceptional” circumstances and only after approval from the Business Manager. As a rule all refunds are processed via the Creditors module.

-Details of staff authorised to operate the EFTPOS machine are kept in the EFTPOS user register.

-Mail and phone transactions will be accepted and staff have been trained in relation to these transactions. These transactions are restricted to credit card only. A MOTO transaction form is required to be completed for each transaction.

CASES21 Operations:

A separate receipting batch will be opened for the processing of EFTPOS transactions. Receipts will be entered into this batch as soon as they are processed on the EFTPOS machine.

A duplicate copy of the EFTPOS receipt is to be printed and the name of the payer and details of what the payment is for is to be recorded on the back of the receipt.

The duplicate receipts are to be securely stored for reconciliation purposes.

The CASES21 receipting batch is updated on a daily basis and a duplicate copy of the batch is filed along with the appropriate duplicate receipts and the EFTPOS “Daily Totals” summary.

This policy will be reviewed as part of the school’s annual review cycle.

Alexandra Secondary College is committed to ensuring this policy is publicised and implemented and will monitor and review its effectiveness.

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Principal

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President of School Council

Date: 25-2-2014

Review date/cycle: ...Annually 1/2/2014