POLICY: EFTPOS

1. STATEMENT OF BELIEF:
   1.1 The use of EFTPOS allows schools to increase the payment options provided to parents/debtors as well as improve security by reducing the amount of cash handled and kept on school premises.
   1.2 To comply with all DET EFTPOS guidelines and audit requirements
   1.3 To maintain stringent internal controls over banking procedures.
   1.4 To increase the ease in which parents/debtors can access payment method.

2. IMPLEMENTATION:
   2.1 School Council will approve the use and number of EFTPOS facilities in the College.
   2.2 Transaction charges will be paid for by the College as an administration cost.
   2.3 EFTPOS machines will be kept in a secure environment in the Campus Offices to limit their access to non-authorised users. Each EFTPOS machine will be connected to the bank via phone line and not through the internet.
   2.4 Staff members authorised to process transactions on EFTPOS facilities will be minuted through School Council and listed in an EFTPOS register.
   2.5 Staff members authorised to use the EFTPOS machines will have the policy made available to them and be sufficiently trained in the operation of the machines.
   2.6 “Cash Out” is unavailable with College EFTPOS facilities.
   2.7 All EFTPOS transactions will be processed through the College’s Finance program CASES21.
   2.8 All EFTPOS documentation e.g. Merchant copies of EFTPOS receipts, voided refunds, EFTPOS reports and refund authorisation will be kept for audit purposes for the required seven years.
   2.9 EFTPOS transactions will be reconciled against CASES21 reports by campus staff as part of their banking procedures and be cross checked by the Business Manager as part of the end of the month procedures.
   2.10 All Information gained from EFTPOS transactions will only be used for its intended purpose in accordance with the Victorian Information Privacy Act 2000
   2.11 The Business Manager will be delegated authority to authorise campus staff to perform EFTPOS refund transactions in the event of a processing error.

3. EVALUATION:

This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle