

# ADMINISTRATIVE PROCEDURES



Procedure Number: 16-3

Effective Date: 02/25/2003

Revision Date: 03/10/2010

*C. D. Delaney*  
County Administrator

---

SUBJECT: **PROCEDURE FOR USE OF CREDIT OR DEBIT CARD AS PAYMENT**

---

---

DEPARTMENT RESPONSIBLE: **Pima County Treasurer**

---

## I. PURPOSE

To prescribe steps to follow when a County department accepts credit and debit card payments and to maintain guidelines on transactions processed with the Treasurer's Office.

## II. BACKGROUND

Effective February 9, 2001, County departments are able to accept credit and debit cards as a form of payment. The Treasurer's Office opened up a separate bank account solely for credit and debit card transactions. The Treasurer's Office will generate and record all activity on a daily basis that affects the credit/debit card bank account (with either a Deposit Permit or General Journal) on behalf of the department that generated the transaction, where possible.

## III. PROCEDURES

Prior to requesting a merchant identification number and card swipe terminals, departments must adhere to Administrative Procedure 22-72, Cost Recovery for Credit and Debit Card Processing. Once Finance and Risk Management complete their analysis and approval to proceed is given, departments should contact the Treasurer's Office Accounting Department at 740-8855.

- A. The department will either be faxed or e-mailed **Form A** to fill out.
- B. **Form A** must be sent back to the Treasurer's Office with an original signature.
- C. Once the Treasurer's Office receives **Form A** from the County department, the Treasurer's Office will contact merchant services and receive a merchant identification number and order terminals. Terminals may be rented or purchased; the price list is available at the Treasurer's

Office. Merchant services will then send out a welcome packet, terminals, and instructions.

- D. Once the department receives the terminal, the department is to call merchant services to activate the terminals. Once the terminals are connected and activated, credit and debit card transactions may commence.
- E. Currently, credit and debit cards are accepted in person via Card Swiped Terminals, or by phone/online via eCommerce/Non-Swiped transactions. Each system has a separate fee schedule which may be obtained at the Treasurer's Office.
- F. Deposits are made electronically on a daily basis. Processing time for credit cards, other than Visa, MasterCard or debit card transactions, will be within two days.
- G. Fees will be charged once a month. Statements are available online with the department's ID and password. Charge backs will be debited as they occur. It is each department's responsibility to reconcile the monthly statements to the daily terminal statements.

#### IV. MISCELLANEOUS

Copies of the Deposit Permits and General Journals will be available at the Treasurer's Office Merchant Window on a daily basis.

---

---

***Form A***

**PIMA COUNTY TREASURER**

**CREDIT/DEBIT CARD DEBIT/CREDIT AUTHORIZATION**

New

Change

Delete

Circle one of the above.

Department \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Merchant Identification Number \_\_\_\_\_

FOR CREDITS (deposits):

Fund \_\_\_\_\_ Account \_\_\_\_\_ Center \_\_\_\_\_

FOR DEBITS (withdrawals):

Fund \_\_\_\_\_ Account \_\_\_\_\_ Center \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_