**Procedure for credit and debit cards - Varsity Shop from Media**

**Varsity Shop Services and Reprographics Credit Card Procedures.**

We have one card reader in the Varsity shop. No transactions are made unless the cardholder is present. We do not take phone payments over the phone.

End of day banking :-

At the end of the day, the merchant copies of receipts are totalled and the amounts are separated into their respective categories for allocation to finance and a later date. A ‘Z’ reading is taken at the end of each day in order to match up the takings from the merchant copy receipts which are stored in the till to the actual amount taken via the card machine for that day.

Reconciliation reports are no longer performed on this new till. Every Thursday evening the totals for cash and card are zero’d off and a new week will begin from the Friday morning.

The daily takings from the card machine are documented on paper and placed into money bags along with the merchant copy receipts and stored in the safe. These daily takings are added to a spreadsheet each week in order to compare with those sent from finance before sending over our credit card journals.

Updated December 2014

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