

Sample Credit Card Acceptance Policy

- Sample PTA will accept credit card payment if the card holder is physically present. We will not at any time accept credit cards over the phone.
- A signature is required for all purchases made with Sample PTA via a credit card.
- A picture ID is required to identify the purchaser for all in person credit card transactions.
- Sample PTA will charge a convenience fee for every transaction via credit card to help offset the fees assessed to Sample PTA for accepting credit cards. The convenience fee will be set by the Executive Committee.
- The convenience fee will be revisited every year to ensure that we are not putting undue hardship on our patrons and that Sample PTA is not losing revenue based on credit card processing fees.
- Sample PTA will follow all best practice guidelines as outlined in the “Money Matters in an Electronic Environment” publication put out by National PTA and will follow all requirements set by the PCI DSS (Payment Card Industry Data Security Standards).

Rationale: Sample PTA is happy to be able to offer our members and supporters the opportunity to conduct business with us via credit card. This proposal will outline policies that will be in place in order to streamline the acceptance of credit cards and protect Sample PTA.

*Note: The amount decided upon to charge as a convenience fee should be included in your standing rules.