



# ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

[www.HANNIBALBPW.org](http://www.HANNIBALBPW.org)



<b>POLICY:</b>	<u>Credit Card Processing</u>	<b>DEPARTMENT:</b>	<u>Business Office</u>
<b>APPROVED:</b>	_____	<b>REVIEWED / REVISED:</b>	<u>10/14/09</u>

**Description:**

The Hannibal Board of Public Works (HBPW) has approved the use of credit cards for the purpose of receiving funds for charges owed to the Board.

**Guidelines:**

The customer must provide the credit card and one (1) form of picture identification. The credit card and ID must match.

1. Perform a Secure Login by HBPW Representative.
2. Swipe or key-in credit card information and verify customer information.
3. Enter all customer information including Incode account number for reference.
4. Enter payment amount and verify the amount with the customer.
5. Submit Transaction. Once the transaction has been submitted you will get a notice of Approval or Denied.
6. Print Receipt.
7. Enter payment in Cash Collection.

**Note:** The HBPW Board of Directors has established a \$2,000 limit for credit card transactions.

**Administration:**

At the end of the business day, run the Unsettled Transaction Report. This report total and the sales tickets should match.

**Originated / Revised History**

Originated – 01/25/06

Revision 1 – 10/14/09