

Oregon PTA E-Commerce Policy

A PTAs membership must vote to authorize one or more of the following e-commerce options. The PTA must include the corresponding language in their standing rules or adopt a separate policy. PTAs that are adopting this language as a separate policy should note that all standalone policies must be reviewed and adopted annually.

- The PTA needs to determine who has online access to the account. The Treasurer and President should have full access, and if possible, the additional authorized signers and non-signer bank statement reviewer should have read-only access.
- PTA accounts cannot link to any individual accounts.
- No transfers of any kind should be allowed including wire transfers from account to account.

Please choose one or more of the following e-commerce options that may apply to the PTA:

Electronic Banking

Online Account Access Password for online accounts should be changed:

- at least once a year
- when there is a change in signer

Online Statement Review

Banking and debit card statements may be reviewed online. The non-signer bank statement reviewer must e-sign (with applicable company) a copy of the statement once reviewed and forward the signed copy of the bank statement to the Treasurer.

Use of Debit Cards

- Cards are issued to authorized signers, including the name of the PTA, and should be the same signers as on the PTAs bank account. The cards are in the possession of the Treasurer and are used via a checkout log only. The log is to be reconciled monthly to the statement.
- Prior to use of the debit card, a funds request should be completed and submitted to the treasurer. Following the purchase, the receipt should be given to the Treasurer and attached to the funds request form and debit card returned.
- The debit card limit should not exceed more than \$500.00; transactions that require a larger purchase amount must be requested through a pre-authorized funds request form and the limit increased by the treasurer on an as needed basis.
 - Absolutely, No cash transactions are allowed. (ATM, CASH, Withdrawals, Cashback from retailer)
 - A change in signer on the checking account will require a return and destruction of the debit card. A financial reconciliation will be performed. This also applies when fraud or misuse of the card has also been discovered.
 - If card is lost or stolen, the account must be reconciled. Lost or stolen cards should be recorded in board and general meeting minutes for record.

Fraudulent Transactions

Upon routine monthly and yearly audits if fraudulent transactions have been discovered the executive board will meet within 24 hours and discuss the next steps forward in reporting to the appropriate agencies involved.

ACH/Electronic Payments

One-time payments to the following (listed below) are allowed by ACH or eCheck.

Wire transfers are *never allowed*.

Proper documentation should still be followed including signed check request forms and any other required documentation. All expenditures (other than escrowed items) must be budgeted.

- Oregon PTA
- Secretary of State – Incorporation Fee
- Oregon Department of Justice – Annual CT-12 Reporting
- AIM - Insurance policy renewal

Recurring Payments

Recurring payments for PTA expenses must be set up to be deducted directly from the bank account.

At the first Membership meeting of the year, a motion would be made to approve the recurring payment for the period of one fiscal year.

Online Payment Collection Systems

- The PTA membership must approve the use of an online payment collection system(s).
- The online payment collection system (web-store, etc.) must be in the PTAs name. It should not be attached to an individual.
- Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees monthly to ensure that the financial statement is accurate.
- All revenue must be accounted for and reported in every financial report in the budgeted income category.
- Online Payment collection system reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the reconciliation.

Accepting Payment by Debit\Credit Card

- The third-party processing company (PayPal/Square/Stripe/Venmo etc.) account must be in the PTA's name. Not an individual.
- Third-party processing company (PayPal/Square/Stripe/Venmo etc.) statements must be clear with detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected transaction amount.
- The third-party processing company must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa list of Compliant Service Providers before the PTA signs or electronically agrees to the agreement.
[<https://www.pcicomplianceguide.org/>]
- Third-party deposits are processed the same as a traditional bank deposit.
- Proper documentation is required for each deposit. Events must reconcile with applicable money counting worksheet.
- Attach a copy of the online transaction to the deposit form.
- For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
- Associated fees are budgeted as an expense line item and reported on the financial report.

- For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
- Card numbers must not be written down for any reason. Only swiped or chip transactions that are immediately authorized (via internet or phone access) will be accepted.
- The PTA will not swipe or store transactions for later settlement.

Disputes of Debit\Credit transactions

- PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
- The authorized refund must be recorded in the check registry prior to processing.
- The third-party processing company must provide the PTA guidance on challenging a disputed payment.
- Any challenge of payment must be responded to promptly and accurately.
- If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
- If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.