**MVBC CREDIT CARD PROCEDURES**

The Mountain Vista Booster Club (“MVBC”) has several credit card readers that school sponsored groups may borrow for fundraiser events and other occasions when the group wants to collect funds via credit card. This document will describe the process you need to follow in order to use these readers for your event. Several groups have decided to buy their own readers so they have a dedicated reader to use without notice. Please contact Kelli at mvbc.eagles@gmail.com if you’d like to buy a dedicated reader for your program.

**Reserving a Reader:**

* Readers may be reserved **by the Coach/Director** of the team or activity by sending an email to MVBC.Eagles@gmail.com. If available, readers can be reserved for up to 48 hours so that all school programs will have access to them.

**Using the Reader (each person using a reader must complete the following steps at least 24 hours before your event):**

* Pick up the reader at the designated location
* Download Intuit’s GoPayment app (the icon is green).
* Text Kelli Perardi at 630-740-2490 letting her know that you are setting up the app. This will alert her that an authorization request is coming. Be sure to complete this step as the code expires quickly.
* Input the following into the app (all lower case):

**Username:** mvbc.eagles.cc@gmail.com

**Password**: mVbcccpmnt1$

* When the app asks where to send the code, have it texted to Kelli (she will see that sooner than an email).
* Once authorized, follow the directions in the app to connect the reader via Bluetooth. You are now ready to process credit card payments. The funds are deposited directly into MVBC’s bank account as they are processed. In order to ensure they are properly allocated to your group, you need to complete your deposit.

**Completing your MVBC Deposit:**

* Following your event, please complete a new deposit slip **within 24 hours so that your program gets the funds**. You can find the deposit slip in the Wells Fargo bag with the reader or on the MVBC website:
	+ <https://vistagoldeneagles.com/forms>
	+ Step 1: Access a list of all your transactions in the app by going to the menu (top left) and clicking on “Transactions”, if you were unable to keep a list as you were processing them.
	+ Step 2: Type or legibly handwrite each credit card transaction on the deposit slip including the

accounting code to classify the funds. **Note: the online form allows you to access the form’s**

**formulas and drop down options, making it much easier and, therefore, the preferred method**. Your transactions (and associated transaction fees) will show in MVBC’s account the next morning and thus need to be classified as soon as possible. **For any individual transactions greater than $250, you must also include the first name and address. This is required by tax law.**

**Example:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check #** |  **Check Amount**  | **Last Name** | **\*Accounting Code** |
| cc |  $ 110.00  | Smith | **40400 Program Fees & Registrations** |

* Step 3**:** Verify that the amount in the **Total** line matches your deposit total.
* Step 4: Make a copy of the deposit slip for your records. Put the original deposit slip and credit card reader back in the Wells Fargo bag and deposit it in the MVBC safe drop box (within 24 hours if at all possible) so that the bookkeeper can give your program credit for the funds. If you could also email the deposit slip to mvbc.eagles@gmail.com, that would be fantastic.

**NOTE:** We will be charged a transaction fee for each payment processed and these fees will be passed on to your group. The fees are approximately 2% for a swiped card and 3% without the swipe, plus $0.25 per transaction.

If you have additional questions, please email MVBC.Eagles@gmail.com or call or text Kelli Perardi at 630-740-2490.