



## E-COMMERCE POLICY

Local PTA Units may utilize electronic commerce to receive and spend monies. See detailed policies below. There are many options such as CheddarUp.com and SquareUp.com. MoneyMinder.com partnered with CheddarUp.com and offers cost-effective Team Edition store front if you use MoneyMinder.

**Debit Cards** are issued only to authorized signers on the bank account and must include the name of the PTA. The Treasurer logs who has a debit card and its account number. Cash transactions (ATM, cash back, etc.) are not allowed. Credit cards are not allowed. Prior to use of the debit card, an Expense Form is completed with two signatures and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the Expense Form. A change in signer on the checking account requires the previous debit card to be destroyed.

**Recurring payments** for PTA expenses are allowed to be deducted directly from the bank account with properly documented Expense Forms using a debit card or e-check.

**Online and/or point of sale payment collection systems** must be in the PTA's name. If a personal Social Security Number is required as per Federal banking laws, only an authorized signer may be used. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount. Budget the revenue as a line item to be accounted for and reported in every financial report.

**Venmo is NOT allowed** because it is a peer-to-peer platform. It does not have the same high standards and regulations as federal banking rules. The use of Venmo is not covered by insurance and bond policies, leaving the PTA vulnerable to fraud and theft. PayPal is allowed because they do operate within federal banking regulations and are covered by insurance and bond policies.

**All deposit transfers** must occur at least monthly with a completed Deposit Form. For daily deposits, a weekly summary of the deposits may be documented on a single Deposit Form with the online transaction confirmation attached. When accepting credit card payments for PTA business, know the payment collection's policies on handling cards that do not read correctly. Do not write down card numbers for any reason. Accept only those transactions that are immediately authorized. The PTA does not record account numbers for future settlement.

**For electronic payment disputes**, the PTA should research the payment collection system's policies on challenging a disputed payment. Only the Treasurer may issue a refund to the customer. Respond to any challenge of payment promptly and accurately. Confirming a refund requires the same approvals and documentation as required for an Expense Form. Record the authorized refund in the check registry prior to withdrawal. Withhold goods and services until the dispute is cleared. Treat disputes in the same manner as a non-sufficient funds check.

**The PTA may deposit checks electronically** via a mobile application or online system. After deposit, write on the front of the check, "Deposit Completed," confirmation number, and the date. Consult with your bank regarding how long to keep checks prior to destroying. Proper documentation is required as with a traditional bank deposit and a confirmation of the deposit should be attached to the Deposit Form.

MoneyMinder.com is a financial site that works with non-profits and is used by LAPTA. It makes the transition between old and new Treasurers much easier, keeping all banking information easily accessible from year to year. The cost of \$179/year must be included in the budget.