2305 – Online Payments

The following steps must be followed prior to establishing new online payment systems:

1. All requests for establishing an online payment process must be submitted to the Vice President of Administration.
2. The Business Office staff will review the request and determine the best process to use.
3. All bank account information and passwords for online payment processes will be maintained by the Business Office.
4. Web links for online payment processing will not be created without prior authorization from the Vice President of Administration.

Contact: Vice President of Administration

Related Form(s)

- None

References

- None

Relevant Policy or Procedure(s): Policy 1305 – Fiscal Management

Approved by: President

Date: 8/3/09

Revision(s): 5/25/17 (minor revision)