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 Dean 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 Dean of Administration.

(Based on policy 1305; approved by President on 8/3/09)