



Electronic Funds Transfer Point of Sale (EFTPOS)

Procedures and Practices

Staff trained and authorised to process EFTPOS transactions:

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Procedures and Practices

- No cash out.
- Phone payments not accepted.
- 2 to be present to do refunds / voids. – Refund and voids to be registered.
- Transaction Minimum \$10.00 Maximum \$500
- Settlement to be run at the end of each day and email to School email.
- Receipts to be entered on CASES the next day.
- Separate receipt batch for EFTPOS receipts.
- Receipt Information to be filled in.

Evaluation:

- These procedures and practices will be reviewed annually as part of the school's three-year review cycle.

Ratified By Hume Valley School Council	February 2020
Review Date:	February 2021