



**Mission of the PTA: To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.**

## E-Commerce Policy

A PTA's membership must vote to authorize one or more of the following e-commerce options. The PTA must include the corresponding language in their standing rules or adopt a separate policy. PTAs that are adopting this language as a separate policy should note that all standalone policies must be reviewed and adopted annually.

Please choose one or more of the following e-commerce options that may apply to the PTA:

### Recurring Payments

Recurring payments for PTA expenses may be set up to be deducted directly from the bank account. At the first membership meeting of the year, a motion is made to approve the recurring payment to the specific vendor.

### Credit/Debit Cards

- Cards are issued to authorized signers on the bank account and include the name of the PTA.
  - Each account should have the President and Treasurer and a back up executive board member as signatories
  - No two signatories should live in the same household
  - All signatories are **required** to sign a credit card policy agreement and a credit card use agreement.
- The credit limit should not exceed half of the income on the budget approved at the annual meeting.
- No cash transactions (ATM, cash back, etc.) are allowed.
- The cards are in the possession of the Treasurer and are used by members of the executive board via a checkout log for approved expenses only (approved budget items). The log is kept with the Treasurer's book for record purposes.
- Prior to the use of the credit or debit card, a funds/disbursement request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds/disbursement request form.
- A change in signatory on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This also applies when fraud or misuse of the card has been discovered.
- If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

### Online Banking

- At least one person who is not on the bank account as a signatory, should have view only privileges.
- The Treasurer should have full online banking privileges. The other signatories should have viewing and approving privileges only.
- It is required that automatic account activity notifications be sent when money is deducted from bank account.
- If the bank allows, you may utilize an approval system that holds charges until it is electronically approved by another signatory.



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### **Alternative for banks that do not have this electronic approval process**

- Create a pre-approval process for charges (online, ACH, and credit card) that shows that all signatories agreed to an anticipated charge
- Charges should be within budget
- A form can be completed and signed verifying that all parties agree to the charge
- This form shall be submitted with the disbursement form

### **Online & Point of Sale Payment Collection Systems**

- The PTA membership must approve the use of an online and/or point of sale payment collection system.
- The payment collection system must be in the PTA's name.
- 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.
- Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The PTA must check for these fees often to ensure that the financial statement is accurate and that the fees are correct.
- All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories.

### **E-Commerce Policy**

- Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the PTA bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. For daily deposits, a weekly summary of the deposits may be documented on a single deposit form. The deposit form should have the online transaction confirmation attached and does not need counters' signatures as you are receiving a bulk deposit.

The deposit form should include the amount of the deposit, which budget lines are impacted including the incurred fee budgeted expense. Alternatively, if fees are charged monthly, a funds request form should be used to document.

- The payment collection system must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
- Card numbers are not to be written down for any reason. Only swiped transactions that are immediately authorized, via internet or phone access, are accepted. The PTA does not swipe or store transactions for later settlement.
- In the case of electronic payment disputes, the PTA should be familiar with the payment collection system's policies on challenging a disputed payment. Any challenge of payment must be responded to promptly and accurately.
- Only the PTA Treasurer has access to issue a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.