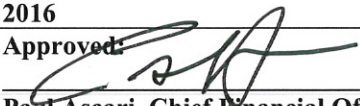
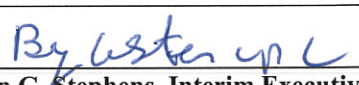




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 2508	Charge Cards
Origination Date: May 1997	
Revision Date: March 2004; March 11, 2008; April 2, 2009; April 14, 2010; Sept 14, 2012	
Reviewed Date: March 2005; March 15, 2006; March 9, 2007; Oct. 5, 2013; November 20, 2014; October 17, 2016	
Approved: 	
Paul Ascari, Chief Financial Officer	Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to accept payments by credit card (VISA and MasterCard) in addition to cash or checks.

PROCEDURE:

1. The agency accepts Visa, MasterCard and Debit Cards as payment for services rendered to any client.
2. Clients are given the opportunity to pay by credit card in the form of a credit payment or a debit payment.
3. Charges are processed at the time of service and a receipt will be given for all transactions.
4. An authorization code is obtained for each transaction and the client needs to sign the receipt based on which type of transaction is made.
5. A copy of the charge ticket is given to each client and one is placed in the cash drawer.
6. A copy of the charge ticket is included with the daily receipts that are forwarded to accounting for deposit verification.
7. The billing department balances site transactions from the previous day, each morning. Supervisor and managers, in addition to the accounting department, will be notified immediately if system reports don't match actual deposit reports.