

## **Procedure for processing credit cards effective July 1, 2005**

All University Relations Units and Campus Departments-

The following policy and procedural changes affect University Relations units and campus departments involved in processing credit card gifts for The UC Regents. Changes in current handling practices are required to strengthen security and controls. These policies and procedures became effective July 1, 2005 as the cashier's office will no longer accept gift credit card transactions.

All credit card gifts received by University employees must be processed in accordance with UC Davis policies. Departments and individuals charging Regental credit card transactions through their departmental merchant terminal should be knowledgeable of and conform to the policy stated in Business and Finance Bulletin BUS 49, which is available at <http://www.ucop.edu/finmgt/banking/policies.html>.

For all Departments without a merchant terminal, the credit card gift transaction should be submitted to University Relations, Gift Administration for charging. Those campus departments without a merchant terminal should follow the procedures outlined below:

- Step 1. Contact Gift Administration by phone at (530) 754-1131 or (530) 754-1133 or by email [dncasabianca@ucdavis.edu](mailto:dncasabianca@ucdavis.edu) for assistance. There may be some special handling for units or departments that seldom process credit card transactions.
- Step 2. Department receives and secures credit card information and prepares UC Davis Regental Credit Card Gift Transmittal.
- Step 3. Department prepares UC Davis Regental Credit Card Gift Transmittal following instructions on the form. Transmittal is available at <http://as.ur.ucdavis.edu/giftadmin.apsx>.
  - a. Prepare a separate transmittal form for individual credit card gifts that are a \$1,000 and above.
  - b. Complete the department contact information: Name, Phone, E-Mail, etc.
  - c. Please assign a Departmental Tracking Number as a reference for your department. This will allow you to track whether or not your department has received a return copy notifying you that the credit cards have been charged.
  - d. Complete Donor Name and Dollar Amount. Please calculate and record transmittal dollar total in the box.
  - e. The bottom portion of the transmittal form will be completed by Gift Administration.
  - f. Please print form and attach supporting documentation.

Step 4. Departments must hand deliver the transmittal package in person to University Relations Gift Administration at 1460 Drew Avenue, Suite 100 Davis, CA and must be accepted by Gift Administration personnel. A second option is to drop off the transmittal package at the drop box on the 3<sup>rd</sup> Floor in Mrak Hall.

- a. Department representative should ask the Front Desk Receptionist to call a staff member from Gift Administration to personally receive the credit card transmittal package.

Step 5. Charging the credit cards

- a. Gift Administration will charge the credit cards
- b. Gift Administration will generate a DaFIS deposit to the cash undistributed account.
- c. Gift Administration will redact the credit card number
- d. Gift Administration will return a copy of the gift transmittal and all donor documentation back to the department representative.

Step 6. Department Gift Processing

- a. Department should follow current policies and procedures for processing Regental gifts for the above gift credit card transactions once the UC Davis Regental Credit Card Gift Transmittal has been returned to them.

For those that are processing credit card gift transactions through the UC Davis Foundation, the process remains the same. Please direct any additional questions to Melissa Ivanusich at 1460 Drew Avenue, Suite 100, Davis, CA 95616.