ANR Credit Card Machine Program Business Operations Center

Launching October 9th

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Director, Business Operations Center



ANR Credit Card Machine Program - Context

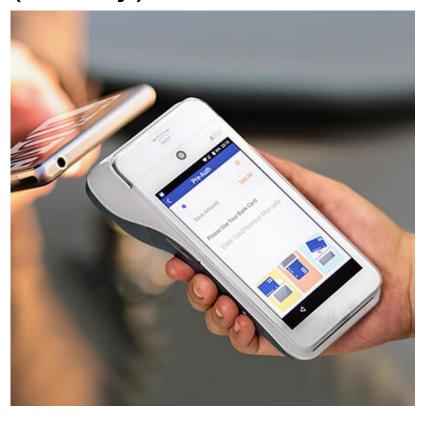
Objective: to provide ANR units the ability to take credit card payments for onsite sales

- Currently 6 credit card machines:
 - Publishing (2)
 - Program Support Unit (2)
 - Master Gardener Program and UCCE Central Sierra pilot (2)
- UCCEs, Statewide Programs and Administrative Units
 - Consultation
 - May 2023 Survey



Preparation and Implementation

- BOC to have up to 10 credit card machines (initially)
- Launch Ready
 - Accounting
 - Cash handling
 - Compliance: data, payment security, controls
 - Training
 - Process
 - Website
 - Costs



Process at a Glance

- 1. Trainings: ANR Unit staff & volunteers handling credit card machine(s) take PCI* Trainings via LMS
 - 1. Cash Handling 30 minutes
 - 2. Credit Card Handling 30 minutes
 - 3. UC Cyber Security Awareness Fundamentals 35 minutes
- 2. Request Form: submit to BOC (10 business days notice)

Availability: first-come, first-served

Note: if a unit requests more than one machine, it will depend on inventory and other requesters

- 3. Ship Out: BOC ships credit card machine(s) to requesting unit
- 4. Onsite Security: complete SpotSkim Tamper Logs before and after each day of event
- **5. Ship Back**: Requestor ships back credit card machine(s) and journal tape (i.e., sales record) with receipts
- 6. Account Reconciliation: Work with BOC to ensure accurate accounting of funds





ANR Credit Card Machine Program

Reconciliation: Work with BOC to ensure accurate accounting of

funds.



The UC ANR Business Operations Center (BOC) loans credit card machines on a short-term basis for payment card acceptance during sales and events. The program includes a \$10 daily fee, plus shipping and transaction costs. Credit card machines will be shipped to ANR units on a first-come, first-served basis based on availability.



Business Operations Center Website

- MAJOR INTIATIVES & PROGRAMS
 - → ANR Credit Card Machine Program

What You'll Find

- Request form
- Process/Procedures
- Volunteer guidelines
- Information on required PCI trainings

Business Operations Center - ANR Employees (ucanr.edu)

Cost Scenarios

	Scenario 1		Scenario 2		Scenario 3	
	Assumptions	Costs	Assumptions	Costs	Assumptions	Costs
Shipping	60	60	60	60	60	60
Revenue - 3%	100	3	5,000	150	80,000	2,400
Per Day Rate	10		10		10	
# Days Held	4	40	10	100	15	150
Costs		103		310		2,610
Note: excludes staff time and costs of goods sold						

Questions

Business Operations Center Project Team

- Su-Lin Shum, Director
- Tracy Roman, Associate Director, Business Partner Teams
- Janelle Hernandez, Supervisor, Business Partner Team 5
- Elizabeth Bezark, Customer Service and Project Assistant

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Credit Card Machine Program Launch



Device and Software

- Pax a920 model
- SpotSkim tamper log software
- BlueFin merchant services

Credit Card Machine Program - Process

Business Operations Center Website

MAJOR INTIATIVES → ANR Credit Card Machine Program

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