

# ANR Credit Card Machine Program

## Business Operations Center

Launching October 9<sup>th</sup>

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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

Business Operations Center

ACCOUNT MANAGEMENT

PURCHASING

PAYROLL

TRAVEL AND ENTERTAINMENT

RELOCATION

GENERAL RESOURCES

MAJOR INITIATIVES & PROGRAMS

Aggie Enterprise Transition

**ANR Credit Card Machine Program**

Administrative Review Council (ARC)

Associate Vice President

President's Advisory Commission

## ANR Credit Card Machine Program

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 UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources ANR Credit Card Machine Program

**1** Complete three required security trainings and upload certificates of completion to provided Box Folder.



**2** Submit Credit Card Machine Request Form to BOC (bocsupport@ucanr.edu) with at least 10 business days notice.



**3** BOC confirms availability of requested machine(s) and ships machine(s) to requestor.



**4** Requesting unit completes SpotSkim tamper logs.



**5** Requestor returns machine(s) to BOC.



**6** Account Reconciliation: Work with BOC to ensure accurate accounting of funds.



#### Contact BOC with Questions

Email: [bocsupport@ucanr.edu](mailto:bocsupport@ucanr.edu)  
Phone: 530-786-0538

#### Forms, Trainings & Instructions

[Required PCI Security Trainings & Instructions](#)

[Credit Card Machine Program Process & Instructions](#)

[Credit Card Machine Request Form](#)

[Volunteer Guidelines](#)

[SpotSkim Tamper Log Instructions](#)

[Shipping Instructions](#)

[Credit Card Machine Program Presentation Slides](#)

## Business Operations Center Website

- MAJOR INITIATIVES & 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
<b>Costs</b>		<b>103</b>		<b>310</b>		<b>2,610</b>
<b>Note: excludes staff time and costs of goods sold</b>						

# 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

Email: [BOCsupport@ucanr.edu](mailto:BOCsupport@ucanr.edu)

# Credit Card Machine Program Launch



## Device and Software

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



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