New 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 are effective July 1, 2005 as the cashier's office will no longer accepting gift credit card transactions.

All credit cards 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 the 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 gift transactions should be submitted to University Relations, Gift Administration for charging.

Those campus departments without a merchant terminal should follow these procedures outlined below:

Step 1. Contact Gift Administration by phone at (530) 757-3395 or (530) 757-3460 or by e-mail dncasabiance@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. (See attachment to this e-mail) Also available at http://as.ur.ucdavis.edu/giftadmin.aspx

Step 3. Department prepares UC Davis Regental Credit Card Gift Transmittal following instructions on the form.

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. Delivering Transmittal
Departments must hand deliver the transmittal package in person to University Relations Gift Administration at 1480 Drew Avenue, Davis, CA and it must

be accepted by Gift Administration personnel. A second option is to drop off the transmittal package at the drop box in Mrak Hall on the 3rd Floor.

a.
b. Departmental 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 copy of gift transmittal and all donor documentation back to the departmental representative.

Step 6. Departmental Gift Processing
a. Department should follow current policies and procedures for processing the Regental gift 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: Teri Robinson at 1480 Drew Avenue, Davis, CA 95616.