

<b>Title:</b> Administrative Policy Payment Processing Fee	<b>Policy No.</b> Part 4, Financial Administration Chapter 3, Accounting Section 3
	<b>Effective Date</b> July 1, 2008
<b>Policy Custodian</b> Director of Accounting	<b>Adoption/Revision Date</b> June 3, 2008

**Adopting Resolution(s):** CC08-263

**References (Statutes/Resos/Policies):** 29-11.5-103 CRS

**Purpose:** To ensure that the County does not absorb additional fees as a result of offering various payment methods to citizens or customers engaged in business with the County.

**Policy:**

A. Credit Card Processing

1. The County will use a third party vendor for transaction processing.
2. The County may collect a transaction fee on credit card purchases. The amount collected shall not exceed the cost incurred from the credit card companies.
3. The County prefers the use of vendors that collect the transaction fee as part of their service fee. In the event that the credit card vendor collects the transaction fee at the time of transaction from the customer the County will not collect an additional transaction fee.

B. Establishment and Management of Credit Card Funds (not under the responsibility of the Treasurer)

1. The Director of the Administrative Services Department is authorized to establish new credit card processing fees or increase the amount collected on transactions based on any future changes in the vendor transaction costs.
2. The Accounting Division shall monitor all credit card processing fee transactions.
3. Information Technology Services Division may develop the transaction fee collection system. Costs incurred for any system development work may be included in the overall transaction fee amount.