

Business and Finance Division

Saint Louis University

Departmental Credit Card Processing

Overview:

Departments may request approval from the Treasurer's Office to process credit cards through a third-party system, University approved terminal or an e-commerce solution. Once approved, the Treasurer's Office will provide the department with credit card processing options. All e-commerce systems and merchant card payment processing must be approved by the Treasurer's Office.

Purpose:

For Saint Louis University credit card payment processing.

Policies:

Please follow all credit card security policies. Credit card security policies can be found at <https://www.slu.edu/business-finance/departments-and-offices/treasury-investments/merchant-card-services-ecommerce.php>

Processing a Credit Card Deposit:

1. At the close of business, perform end of day settlement and print only a transaction summary, settlement, batch, or close report with individual card type subtotals. The Treasurer's Office does not need individual transactions or detailed information.
2. Process an Ad Hoc Bank Transaction via Workday. You can access Workday by going to the myslu.slu.edu tools tab and clicking on the Workday icon:



- In Workday, enter in the Ad Hoc Bank Transaction (AHBT) information. You can find the job aid for preparing and submitting an AHBT on the Workday homepage under the Job Aid & Video Library icon.
 - Job Aid Title: Ad Hoc Bank Transaction – Departmental Deposits
 - Print the AHBT confirmation page for your records, if needed.
3. Verification and Approval of Deposit(s)
 - Treasurer's Office will verify deposits to Merchant Processor and settlement or close report and approve in Workday.
 - Any discrepancies will be reported to the department.
 - All credit card deposits must be made daily.

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Contact Information for the following services is listed below:

- Merchant Processing, E-commerce, and PCI Compliance questions:

Treasurer's Office, Merchant Services

Email: merchantservices@slu.edu

Phone: 314-977-7073

- Workday Ad Hoc Bank Transaction Access

Treasurer's Office, SLU Deposits

Email: sludeposits@slu.edu

Phone: 314-977-7073