

Money Handling

Guidelines for accepting checks, VISA, MasterCard, and Discover

Your school is responsible for reimbursing Mrs. Nelson's Book Fair Company for any returned checks or declined charges that we are unable to collect. The returned check/declined charge fee is \$25.00. To help insure that the checks and charges you accept are good, we suggest the following procedures:



FOR REGULAR CHECKS & CASHIER'S CHECKS:

- Make sure the check is imprinted with the customer's name and current address
- Write customer's phone number on the check if it is not listed.
- Make sure the check is signed.
- Make sure the check is written for the correct amount.
- Do not accept mutilated checks. The bank will not be able to process them.

FOR CHARGES:

- Make sure the amount of the purchase is correct on the charge slip.
- If terminal is operating in **offline** mode make sure the customer signs **and puts his/her phone number at the bottom of the merchant copy of the charge slip.**
- You can accept debit and prepaid cards if the VISA, MasterCard or Discover insignia is on the card.
- Make sure you keep the signed merchant copy of the charge slip.
- **Do Not** give cash back on any credit transaction.
- **Do Not** accept American Express.



PAYMENTS OTHER THAN CASH, CHECKS OR CHARGE CARDS:

- **For Purchase Orders**
- Let Mrs. Nelson's Book Fair staff know if someone wants to shop with a purchase order so we can help you with the required paperwork.
- The customer *must* have a requisition or purchase order number issued by their purchasing department.
- Each title, quantity and price *must* be listed and the customer *must* sign the invoice.
- All paperwork *must* be submitted to your Mrs. Nelson's coordinator by the end of your book fair.
- Payment will be due within 10 business days of the invoice date.

- When a customer presents a **VISIT OUR FAIR COUPON**, make sure his/her name, school and phone number are filled in. Also, write the exact amount of the purchase on the coupon. **Do Not** give cash back on Visit Our Fair Coupons.

- All purchases *must* be taxed.

- Do not give teacher discounts.