

TOWN OF HOLLISTON
FINANCIAL PROCEDURES

Square Credit Card Transaction Policy

Purpose

To establish a Town of Holliston “Square” Credit Card Transaction Usage policy and procedure for all employees.

Employees are considered to be all union and non-collective bargaining employees only.

Policy

Employees, as defined above, of the Town of Holliston who are in need of accepting credit card payments for town events and functions can utilize the Town’s “Square” Credit Card Processing Account and equipment with the approval of the Town Treasurer.

Procedure

If an Employee requires the use of a Town of Holliston “Square” Credit Card Account and Equipment they must adhere to the following procedures:

1. The Employee must request the use of the “Square” Town account/equipment through the Treasurer’s Office at least 15 days prior to the event/function/need. The Employee must provide, in writing, exactly what the account will be used for and the duration in which the account will be used. Your department head and/or School Business Manager must approve and sign off on the request. Only the attached “Square” Account and Equipment Usage Form will be accepted for review.
2. Once approved, the Employee requesting the use of the “Square” Town equipment for the first time must schedule a 30 minute training session from the Town IT Department at least two days prior to usage.
3. Once in possession of the “Square” Town Equipment, it is the responsibility of the Employee to ensure the equipment remains in a secure locked environment (preferably on Town Property) at all times while in possession of the equipment.
4. Employees must keep the “Square” Account login information private and secure. Do not share this information with anyone including other Town Employees and Non-Town Employees.
5. Only Equipment issued from the Treasurer’s Office shall be used in accepting Credit Card transactions. Personal Tablets, Mobile Phones, Laptops, non-Town issued “Square” Chip Readers, and non-Town issued “Square” Swipe Readers are NOT permitted to be used.

The Employee is NOT allowed to use the Town's "Square" Account on any personal device. The Town's "Square" Account can only be used on the Town issued Equipment.

6. The Town issued Equipment shall be used solely for the event you have requested and shall not be used for non-Town related Credit Card Transactions or reconfigured/used for anything other than processing Credit Card Transactions for the requested Town Event or Function.
7. Employees shall not install any Applications or Software on the Town issued Credit Card Processing Tablet. The Tablet is solely to be used to accept Credit Card Transactions for Town sponsored Functions and Events.
8. All Transactions (net of fees) made through the "Square" Account will be deposited into the Town General Bank Account and then transferred by the Treasurer's Office into your specified town bank account.

Please note that Square charges a fee for each transaction (currently at 2.6% + 10 cents per Credit Card Transaction that will be deducted from each payment. The Fee Schedule is set by "Square" and updated regularly and can be found at www.squareup.com

9. The Treasurer's Office has the right and responsibility to review all "Square" Usage requests and to reject any requests as they see fit.
10. Failure to adhere to the above policy and procedures could result in termination of employment.

Holliston Select Board



Marc Ahronian, Chair



John Cronin, Vice-Chair



Christina Hein, Clerk

Date: Nov. 25, 2019

TOWN OF HOLLISTON
"SQUARE" ACCOUNT AND EQUIPMENT USAGE FORM

Employee Name: _____

Department: _____

Date(s) Required: _____

Reason for Usage: _____

Location where equipment will be stored when not in use: _____

Bank Account Name and Number to be used for Transactions:

Department Head Signature: _____ Date: _____

Business Manager Signature: _____ Date: _____

Town Treasurer Signature: _____ Date: _____

I acknowledge receipt that I have been presented with the Town of Holliston's "Square" Credit Card Tablet, Chip Reader, and Swipe Reader for the above stated Function/Event and I will keep this equipment and account information securely in my possession (preferably on Town Property if at all possible) at all times and not give out the equipment or account information to any other person(s). Violation of this Policy or Illegal use of this "Square" Account or equipment could result in termination of employment.

Tablet #: _____ "Square Reader" #: _____ Swipe Card Given

Equipment given to: _____ Employee Signature: _____

Date: _____ Time: _____

Equipment returned on: _____ Time: _____

Receiving Employee Signature: _____

Please return the "Square" Equipment to the Town Treasurer's Office

PRINT TWO COPIES