

KBOO Radio Policy	<b>Payment Security</b>	Date: July 29, 2024
POLICY I.D.6 (formerly #67)		Approved by: KBOO Board of Directors

KBOO credit and debit account holder information is handled electronically on the KBOO website, manually by phone and manually by hand or mail delivery.

**Self-serve Payment Transactions**

- Account holder information entered by contributors into payment forms is processed and secured by PCI-compliant third party merchant service providers. KBOO has no access to this information, nor does KBOO store account holder information on any server.
- KBOO’s online membership forms are secure web pages.

**Manual Payment Transactions**

- Account holder information is written on a form by the account holder remitted by mail, or provided via phone to a trained volunteer, or any KBOO staff member.
- If provided via phone, the volunteer or staff member inputs the account holder information directly into a PCI-compliant payment form while the account holder is on the phone. A receipt is automatically sent to the account holder to confirm payment details.
- If provided via a mailed form, the envelope is sorted with other payments when received at the station as described in the Financial Policies & Procedures Manual. During logging of payments, the finance personnel reads the account information to membership personnel who enters the payment information into a PCI-compliant payment form. A receipt is automatically sent to the account holder at the time the payment is processed.
- After confirming the payment is processed successfully, any forms containing account information are shredded.

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