



The Graduate Students' Association of Concordia University of Edmonton

Policy to use Point of Sale Device

Date Policy is Effective: 03/18/2020

Approved By: Graduate Representative Council

Date Last Revised: 03/18/2020

Next Review Date: 03/18/2021

The Graduate Students' Association of Concordia University of Edmonton

Policy to use Point of Sale Device

Definitions

GSA: The Graduate Students' Association of Concordia University of Edmonton

CUE: Concordia University of Edmonton

Association: The Graduate Students' Association of Concordia University of Edmonton

Executive Council: The executive council is composed of President, Vice President for Academic and External Affairs, Vice President for Finance and Services and Vice President for Student Affairs.

General Council: The general council is composed of the executive council and duly elected graduate representatives.

President: The president of the Association and is a Director on the Association's Board of the directors. The President must be an Active Member who has been elected by the Active Members of the Association.

Program Representative: An Active Member who has been elected or selected by the registered students of a CUE graduate program to represent their interest on the Association's Board of Directors.

VP Academic Affairs and External Relations: The Vice President Academic Affairs and External Relations of the Association and is a Director on the Association's Board of the Directors. The VP Academic Affairs and External Relations must be an Active Member who has been elected by the Active Members of the Association.

VP Finance and Services: The Vice President Finance and Services of the Association and is a Director on the Association's Board of Directors. The VP Finance and Services must be an Active Member who has been elected by the Active Members of Association.

VP Student Affairs: The Vice President Student Affairs of the Association and is a Director on the Association's Board of the Directors. The VP Student Affairs must be an Active Member who has been elected by the Active Members of the Association.

Point of Sale Device: The mechanism that includes the terminal to accept payments and an application to manage the inventory of products or tickets meant to be sold by the Association.

Terminal: The device that accepts interact payment from including but not limited to debit card, credit card, apple pay and google pay.

QuickBooks: The QuickBooks is an online software used by the Association to manage financial records.

Log in Credentials: The information needed to access the Point of Sale application.

Applicability

This document applies to the General Council.

Reason

To implement Point of Sale Device's services and handling the incoming payments in a transparent manner.

Non-Compliance

This document contains procedures that carry significant liability to GSA as it relates to accepting payments to GSA's bank account. Failure to comply with this document may result in disciplinary action up to and including disqualification of those in administering and managing the process.

In implementing this policy, the provisions of the Association's bylaws and Finance Policy will be followed in every aspect.

Policy

1. The Point of Sale device must only be used on occasions where GSA has to accept including but not limited to debit card, credit card, apple pay and google pay payments from customers.
2. The approval of the General Council is required before making use of Point of Sale Device prior to adding any merchandise or ticket to the inventory for sale.
3. The Point of Sale device shall be placed in the GSA office.
4. Any council member shall not use Point of Sale device for personal services.
5. Each transaction made from Point of Sale Device must be recorded and stored at including but not limited to GSA's QuickBooks account.
6. After each successful transaction, the customer will be provided with a sales receipt generated from including but not limited QuickBooks.
7. Transaction cost, that Point of Sale device charges shall be paid from GSA's account.

Authorities and Officers

The designated handling authority for handling Point of Sale device is VP Finance & Services and President of the Graduate Students' Association of the Concordia University of Edmonton.

Handling of the Point of Sale device can only be carried out by President in absence of VP Finance & Services.

Log in Credentials

GSA VP Finance & Services' business email address shall be used to log in to the application.

These credentials must not be shared with any council member.

These credentials can only be shared with the President of the GSA in the absence of VP Finance & Services.

