

CREDIT CARDS, CHARGE CARDS, AND DEBIT CARDS

MAJOR REQUIREMENTS

The Chief Financial Officer's (CFO) credit card, charge card, and debit card (cards) operating guidelines, are documented in 215.322, Florida Statutes (F.S.), and 69C-4, Florida Administrative Code (F.A.C.). Some of the major requirements placed on agencies and the Judicial Branch (state entities) include the following:

- (1) Must receive prior approval from the CFO before accepting cards for the payment of goods and services.
- (2) Must receive approval from the Agency for Enterprise Information Technology and the CFO with regard to process or procedure to be used when the internet or other related electronic methods are used as the collection medium.
- (3) Must use Treasury established contracts for processing card transactions unless the Treasury has provided approval to go outside the established contracts. Treasury can approve the use of an alternative contract if the state entity provides evidence that the use of another contractor is more advantageous.
- (4) Must show that the cost of accepting electronic payments is substantiated, to the maximum extent practicable, by the benefits to the participating state entity and the public.
- (5) Must follow rules established by the CFO governing:
 - (a) Convenience Fees - Use of procedures established in regard to imposing a convenience fee as well as ensuring that the fee does not exceed the total cost to the agency.
 - (b) Payment of Service Fees - Requires that all service fees payable be invoiced and paid by state warrant or such other manner that is satisfactory to the CFO and that all payments are made in accordance with the time periods specified in 215.422, F.S.
 - (c) Information to the CFO – Provides for the CFO to require state entities to submit information concerning the acceptance of cards as payment for goods and services.
 - (d) Cost Analysis – Provides for a methodology which includes all quantifiable cost reductions, other benefits to the agency, and potential impact to general revenue when accepting cards for payment of goods and services. The methodology should also include nonquantifiable benefits such as convenience to individuals and businesses.

- (6) Must provide an annual report, as of June 30, to the CFO for all electronic payment sources used. The deadline for report submission is 30 days after the end of the fiscal year.