

Procedure for Processing Credit Cards at UMW Events

Mission Resource Center has five (5) credit card machines available for use at UMW events. The machines are the old-fashioned “knuckle-buster” type that require no phone lines or power supply. The Conference and District SPRs can request the use of a machine for their event at the same time they send their consignment order for processing. Machine availability is on a first-come first-serve basis.

Credit card machines will be sent with “*Instructions for Credit Card Processing Machine*”, the MRC Merchant Plate, and approximately 100 3-part credit card slips. If your event is scheduled to host over 250 attendees, you may request additional credit card slips. Only VISA and MasterCard are accepted.

Within one (1) week after your event concludes, return any unused credit card slips, the credit card machine, the Consignment Accounting Form with the event check for the total cash/check sales, and the originals (top copy) of the credit card slips. MRC will process the credit card slips, and deposit the proceeds and your event check as a credit toward your event’s account. After your returns are received and processed, the final accounting (including return shipping) will be sent to the treasurer.