

**BOARD POLICY - SECTION NUMBER: 03.01.04.00**

**SUBJECT: ACCEPTANCE OF CREDIT CARDS, CHARGE CARDS, AND DEBIT CARDS  
FOR PAYMENT OF COUNTY FEES AND CHARGES FOR SERVICE**

**EFFECTIVE DATE: March 4, 1998**

**SUPERSEDES: NEW**

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**Purpose:**

To allow departments under the Board of County Commissioners to have the option of accepting credit cards, charge cards, and debit cards from the public for payment of fees and charges for services. The acceptance of credit cards is authorized by Chapter 215.322 of the Florida Statutes.

**Policy:**

Departments under the authority of the Board of County Commissioners have the option of allowing the public to pay fees and charges for services with credit cards, charge cards, and debit cards. A department opting to allow the public to use credit cards will meet all the following conditions:

1. Use the County's approved credit card service vendors to process the charges.
2. Adhere to agreements with the approved credit card service vendors.
3. Not charge a person using a credit card, charge card, and debit card a surcharge or fee for using the card.
4. Explicitly budget in its operating budget the cost of paying credit card service vendors' fees. This budgeting will begin in the fiscal year the department starts to accept credit cards.
5. Budget the cost of equipment, software, and professional services needed to implement the acceptance of credit cards, charge cards, and debit cards. This budgeting will also begin in the fiscal year the department starts to accept credit cards, charge cards, and debit cards.
6. Because these cards can be considered a substitute for cash, the department will develop policies and procedures in concert with the Clerk of the Circuit Court to insure prudent management and accountability of card charges, charge backs, and card account number security.
7. Pursuant to Chapter 215.322(5) of the Florida Statutes, individual credit card, charge card, or debit card account numbers are confidential and are exempt from the provisions of Chapter 119.07(1) of the Florida Statutes.

**Responsibility:**

It is the responsibility of each department opting to allow the public to use credit cards, charge cards, and debit cards to implement the above policy.

Approved By: Board of County Commissioners

Approval Date: March 4, 1998