



Administrative Procedure 4421 POINT OF SALE DEVICES

Responsibility: *Superintendent of Business Services and Treasurer of the Board*

Legal References: *Nil*

Related References: [Administrative Procedure 4690 - School Generated Funds \(Student Activities Council \(SAC\) and School Funds\)](#)

Revisions:

Reviewed:

1. Preamble

All Waterloo Region District School Board (WRDSB) staff and students must use online educational and business tools that meet privacy and security standards. The following procedure outlines the process to be followed by staff using a point of sales device (POS) to collect money at a school/site for deposit into a school operating account or school funds/SAC account. As payments are received by staff, funds are electronically deposited into a WRDSB, School Funds or SAC bank account. Financial Services reconciles the bank and records the transactions into WRDSB's Financial System.

2. The following conditions must apply

- 2.1 Only board-owned and managed Chase or Square terminals are to be used. All must connect to secure, board-approved networks.
- 2.2 Departments must use the device only for payment activities that are in compliance with [Administrative Procedure 4690 School Generated Funds \(Student Activities Council \(SAC\) and School Funds\)](#) and under the board's central account.
- 2.3 No student names, IDs, or personal identifiers may be entered into POS transactions, notes, or metadata.
- 2.4 For Square devices: The "email/text receipt" option is managed directly by Square; staff must not request or retain payer contact information. Ideally, if a receipt is required, a printed copy should be provided to avoid collection of email addresses or cell phone numbers by Square.
- 2.5 Departments must display this message wherever payments are collected: "Payments are processed securely by Chase Paymentech or Square Canada. The WRDSB does not store or access payment details. Optional receipts are handled directly by Square."

3. Procedure

- 3.1 Each secondary school is eligible to purchase a Chase or Square POS through the WRDSB's account to utilize at their school. Financial Services must be consulted and will facilitate the purchase and set up of the device on behalf of the school.
- 3.2 School Day must remain the primary source of collecting funds from the community. Chase and Square terminals are used to supplement School Day in situations where items cannot be easily added to School Day (i.e. Tuck Shop or events such as Fun Fairs or Musicals).

- 3.3 On a monthly basis, detailed financial reports generated from the point of sale terminal (not applicable to Chase POS systems) must be sent to Financial Services (finance-SAC@wrdsb.ca) for journalizing the transactions and record keeping purposes.
- 3.4 Schools are responsible for all account and transaction fees associated with the device and its usage.
- 3.5 Devices will not be provided to anyone other than WRDSB staff and must be in the custody of WRDSB staff at all times.
- 3.6 If a device is lost or stolen, the school in possession must notify the Controller of Financial Services or Manager of Accounting as soon as possible. If the device is not found, the school will be responsible for the purchase of a replacement device.