

XULA Alumni Relations Electronic “Third Party” Payment Policy

Effective 5/6/2016 the Office of Alumni Relations requires all alumni chapters and infinity groups who wish to accept credit cards online or in person for the collection of money to the chapter to abide by the following policies. These policies are for the use of but not limited to the following “Third Party” Payment services: PayPal, Eventbrite, Square, Google Checkout, Amazon Payments, Dwolla and GoPayment.

SETTING UP YOUR THIRD PARTY PAYMENT ACCOUNT

In order to setup a “Third Party” Payment Account, the Office of Alumni Relations will require the following steps be taken:

1) Your chapter needs to set up a **UNIQUE** email address. This email address should **NOT** be used as the general email box for your chapter and access to this email should be limited to your financial officers. This email address:

- Will most likely become your login and therefore cannot have any other accounts or users tied to it.
- Will be how we identify deposits made into the Chapters account and payments made by donors.
- Will become the email that is notified of all activity that hits your account i.e. An chapter is collecting dues via their PayPal account; for each payment to your account, PayPal will send an email notification indicating that payment has been received and who made the payment to your UNIQUE email address.

The Office of Alumni Relations requests that chapters incorporate their name or an abbreviation of it into the UNIQUE email address. For example: XUNOLAchapter25@gmail.com. This will assist us in easily identifying the chapter and its deposited funds.

2) Your chapter will need to open a PayPal or “Third Party” account as a "business" account and set up a password with the required letters/characters minimum. This password will be used by your chapter’s elected financial officer as well as the Office of Alumni Relations to log into your “Third Party” account. This password will be used to also activate/verify the account once it is set up. PayPal or the “Third Party” will send your chapter’s UNIQUE email address an email with a link to verify the account by logging in.

3) Provide the Office of Alumni Relations with the name and phone number of the financial officer/Treasurer for your chapter who will be our contact for all things related to “Third Party” payments. i.e.: PayPal, Eventbrite, Square, Google Checkout, Amazon Payments, Dwolla & GoPayment, etc. It will be the chapter’s responsibility to update this information on an annual basis as new officers are elected. This person must be the treasurer or financial officer of your chapter currently listed on the chapter’s officer roster which is submitted by the first week in November. Once the required information is received by the Office of Alumni Relations the chapter’s financial officer can then go into the group’s PayPal account and create a PayPal pay button, link for your website, xualumni.com web page, email blast or e-form.

4) Provide the Office of Alumni Relations the user name and password for all “Third Party” accounts.

5) List a representative of the Office of Alumni Relations on all financial accounts, this includes checking, savings and third party accounts.

*** Please note chapters are responsible for all fees associated with their “Third Party” payment processing.