

## Council Credit Card Number Security Policy

Many times a council will receive a document on which a volunteer or donor will put a credit card number, such as a Friends of Scouting pledge card or field receipt, for the council to process.

RESOLVED, to protect our volunteers and donors, the following procedure will be in place effective immediately when a credit card number is received without the volunteer or donor being present:

After the document is received at the customer service desk, the person working the counter will immediately process that transaction by hand, entering the credit card number into the point-of-sale system. Once the transaction is complete, this person will take a black felt tip marker to conceal, or mark out, all the numbers, except for the last four (4) digits. The document will then be routed to the proper department for entering as needed.