



GCAC PayPal Procedures

October 14, 2017

Chapter Meeting

Presented by

**Teresita Jones-Thomas, Treasurer
Technology Committee**

**Greater Cleveland Alumnae Chapter
Dr. Nicole Y. Richardson, President**



Agenda

- PayPal Introduction
- PayPal Instructions
- Question/Answer

PayPal



As we continue to Transcend the Path, we now will begin to accept payments via an internet-based merchant account that accepts the following:

- Credit Card
- Debit Card
- PayPal accounts

Please Note:

All existing procedures and responsibilities currently in effect from Grand Chapter, the National Finance Committee, the National Internal Audit Committee, the National Scholarship and Standards Committee and these Policies and Procedures apply to the use of PayPal and any internet-based merchant account as a payment tool for the Chapter.

PayPal



What is it?

PayPal Business account allows a business to receive funds through credit, debit, and PayPal accounts and allows funds to be sent or withdrawn from the PayPal Business account to the operating account.

PayPal



Responsibility

The President is ultimately responsible for the account. If there is a problem, the President shall be contacted and she shall notify the Treasurer in order to resolve the problem.

PayPal

Usage



The account can be used to collect any form of income generated by the Chapter including, but not limited to the following:

1. Collection of payments to the Chapter of any kind, subject to approval by the Executive Committee. Such payments include, but are not limited to, NSF fees, ticket sales, collections, and donations.
2. Use of the account for online sales or collections can be limited to Chapter members and can be done within the restricted section of the Chapter website “Sister Only”.
3. The account shall not be used to collect money on behalf of any other organization. Please note - Donations made through the account are not tax deductible even if later transferred to a 501(C)(3) organization.

PayPal



Transaction Fees

PayPal – 2.9% + \$0.30 per transaction

- No startup costs, no termination fees, no monthly fees.
- Fees will be passed on to individuals as it is included in ticket price.
- Committees should factor the cost of using PayPal in their overall budget as it is considered “a cost of doing business.”
 - ❑ Example Event Ticket Cost $\$65.00 + 2.9\% + \$0.30 = \$67.19$, round $\$68.00$
($\$68.00$ less 2.9% or $\$1.98$ less $\$0.30 = \65.72)
 - ❑ General Rule round up and add approx. $\$3.50$ for any event under $\$100$

PayPal



Access

- Only the President, Treasurer, and Financial Secretary I & II are registered users of the account.
- Using the transaction history and settlement report as her source document, the Financial Secretary I & II will provide to the Treasurer a report summarizing all funds received. This report will be done monthly (bi-weekly if usage is high).
- Upon notification from the Financial Secretary I & II that a report has been prepared, the Treasurer will initiate an Electronic Funds Transfer (EFT) from the account to the Chapter bank account.

Step 1: Access DSTCleveland.org

Step 2: Click Sisters Only (Password: Shaker216)



Step 3: Click Ticket Purchases

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Committee Reports (Coming Soon)

Frequently Asked Questions (Coming Soon)

Forms

[Blank Committee Reports](#)

[Event negotiation forms](#)

[Member Profile](#)

[Omega Omega](#)

Internal Calendar (Coming soon)

Policies and Procedures

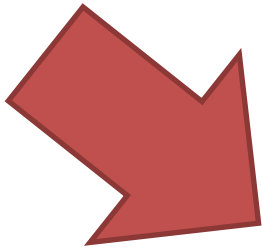
[Greater Cleveland Alumnae 2016-17 APPROVED Policies and Procedures](#)

Requests

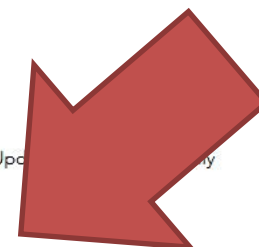
[Transcending Tuesday Enrollment \(Coming soon\)](#)

[Technology Requests \(Coming soon\)](#)

Ticket Purchases

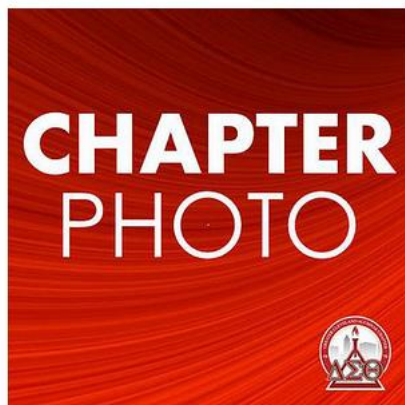


Step 4: Click “Attend Event” and add the item to your cart



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Upcoming Events



Chapter Photo

Oct 28, Sat | 4270 Northfield Rd

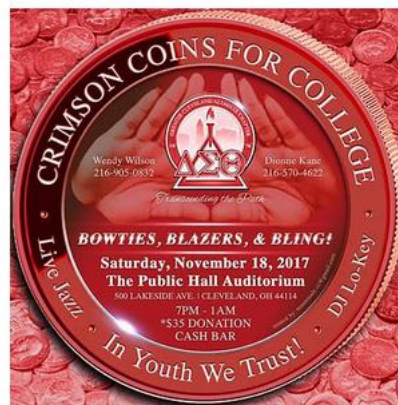
Attend Event



Everything Housing 2017

Nov 04, Sat | 9206 Woodland ...

Attend Event



Crimson Coins for College

Nov 18, Sat | 500 Lakeside Ave E

Attend Event

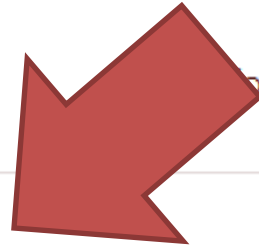


Inventory Control (admin)

Tickets

	Price	Qty	Total
Crimson Coins 2017	\$35	<input type="text" value="1"/>	\$35
Total			\$35

[Checkout](#)





Step 5: Check out

My Cart (2)

Checkout with

PayPal

PRODUCT	ITEM	QUANTITY	TOTAL
	This is a test Price: \$1.00 Remove Item	2	\$2.00

 Add note to seller

Subtotal: \$2.00

Discounts, shipping and tax will be calculated in checkout.

Step 6: Enter your location

Greater Cleveland Alumnae Chapter

1 BILLING ADDRESS

2 PAYMENT

PayPal Address

Please just confirm the Country listed in your PayPal account so we can **calculate any tax costs**.

Country

United States

State

Ohio

Zip Code

44146



SSL SECURE SHOPPING
Your data is safe and secure

SUMMARY (2)

[Edit cart](#)



This is a test
Quantity: 2
\$1.00

Subtotal	\$2.00
Taxes ⓘ	\$0.00
Total	\$2.00

Step 7: Select PayPal or Credit Card

Greater Cleveland Alumnae Chapter

✓ BILLING ADDRESS

2 PAYMENT



SSL SECURE SHOPPING
Your data is safe and secure

Pay with PayPal



You will be redirected to PayPal to proceed with your payment.

 Continue to PayPal

SUMMARY (2)

[Edit cart](#)



This is a test
Quantity: 2
\$1.00

Subtotal	\$2.00
Taxes ⓘ	\$0.00
Total	\$2.00



🛒 \$1.00 USD ▾

PayPal Guest Checkout

We don't share your financial details with the merchant.

Country
United States ▾



Card number

Expires

CSC



First name

Last name

Billing address

Street address

Apt., ste., bldg.

City



PayPal is the safer, easier
way to pay

No matter where you shop, we keep your
financial information secure.

Done!

Thank you for shopping with us, Mia Jones.

Hope to see you again soon!

Order No. 10002

Total: \$2.00

Your Downloads:

This is a test

[↓ Download](#)

Home > Orders

Orders 2

Select All

Display

All Orders ▾

Date Range

From

To

ORDER	QTY	DATE ↓	CUSTOMER	PAYMENT	FULFILLMENT	TOTAL
<input type="checkbox"/> #10002 NEW	2	Sep 29, 2017 7:27:23 PM	Mia Jones	PAID	FULFILLED	\$2.00
<input type="checkbox"/> #10001 NEW	1	Sep 29, 2017 7:10:25 PM	Mia Jones	PAID	FULFILLED	\$1.00



Transcending the Path

