



SQUARE EFTPOS POLICY

The Ridgewood Little Athletics Centre have a Square EFTPOS service for the option of payment by Credit or Debit Card for Canteen and Uniform Purchases.

The EFTPOS Machine must be run through the Ridgewood LAC Centre Phone only.

The processing of transactions through the EFTPOS machine is only to be completed by the following people:

- Canteen Manager for Canteen Sales
- Registrar for Uniform Sales
- Members of the Board that are signatories on the Centre Bank Account

After competition days, the EFTPOS transactions are to be reconciled by the Treasurer to make sure there are no issues with any transactions.

The Treasurer is responsible for all communication with Square if any issues arise with the processing or transferring of monies to the Ridgewood Bank Account from Square.

