



Weston Public Schools
On-Line Payments

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	On-Line Payments	Revised Date:	May, 2012
Policy: Ensure the security of assets, e.g. cash			
The purpose of this procedure is to provide instructions to create an on-line payment option through Unibank.			
Completed By:	School Employee	Reviewed By:	Assistant Superintendent for Finance and Operations
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Unibank Personnel
Form Title:	On-Line Payment through Unibank	Estimated Time Frame:	2 Working Days
Process for Completion:			
<p>All faculty and staff are encouraged to use the on-line payment form to collect payments for school-based activities. To create an on-line payment form, please provide the following information via e-mail to the Business Office:</p> <ul style="list-style-type: none"> • Name of event/trip; • Data fields desired such as name, address, grade, size, color, etc.; • Amount of the payment or the range of costs; • Narrative providing the date, time and location (if applicable); • Permission slip and/or waiver form that is required (if applicable); and • Account where funds are to be deposited. <p>Typical deposit accounts are revolving (drama, music, etc.) and Student Activities (Middle and High School). Individuals interested in creating a payment option are encouraged to review the set-up of other on-line payments in Weston. On the district's home page, under "Quick Links" is an option for Online Payment Center.</p> <p>The Business Office will forward the request to Unibank to create the on-line payment screen. Once this is created by Unibank, a draft will be returned to the requester for approval. Once approved, the fee will go live and be available to the public through our web site.</p> <p>Reports are provided, on request, to the individual who initially generated the request. Requests for reports should be e-mailed to: bertinop@weston.org and mahrc@weston.org. The excel reports provide a list of all payments made to date including the information provided at the time of payment. Reports will only be sent to the employee who created the on-line payment option.</p> <p>If a reversal of a payment is necessary, there are two options to reimburse a payment made in error. If the payment was made through a credit card transaction, please provide the payment information to the Business Office. The Business Office will work with UniBank to reverse the transaction. If the payment was made through an electronic check, the fund receiving the revenue will need to generate a reimbursement check to the individual.</p>			
For additional information, please contact:			
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External URL:	www.westonschools.org		
Weston School Committee Policy:	Revenue from Non-Tax Sources, DF; Depository of Funds, DG		