



(2)

San Diego Unified Port District

Document No. 54252

Filed DEC 09 2008
Office of the District Clerk

BPC Policy No. 116

SUBJECT: CREDIT AND DEBIT CARD ACCEPTANCE

PURPOSE: To define the types of discretionary charges authorized for acceptance using a credit or debit card.

POLICY STATEMENT:

It is the policy of the San Diego Unified Port District (District) to enhance customer satisfaction and improve operational efficiencies by providing its customers with a convenient method of payment for certain discretionary charges. The District acknowledges that there are costs associated with all forms of payment, including cash and checks, and that accepting payment for certain discretionary charges by providing a payment alternative to cash and checks will enhance customer convenience and satisfaction and improve operational efficiencies.

The District accepts MasterCard, Visa, American Express, and Discover credit and debit cards for payment.

AUTHORIZED PAYMENTS:

The District will accept payment by credit or debit card for discretionary charges. Discretionary charges are deemed to be those charges that individuals or business entities elect to pay and typically include:

1. Park usage fees, as identified in BPC 452 ("Park Usage Fees")
2. Harbor Police Department case or traffic reports ("HPD Reports")
3. Charges associated with document reproduction for the public, as identified in BPC 601 ("Public Records Requests")
4. Costs for photocopies of specification documents ("Plan Spec Fees")
5. Parking fees on Port tidelands
6. Shelter Island boat accommodation permits ("Transient Mooring Fees")
7. Dockage and parking permits for G Street Mole Mooring ("G Street Mole/Tuna Harbor Mooring Permit Fees")
8. Other miscellaneous discretionary charges

UNAUTHORIZED PAYMENTS:

The District will not accept payment by credit or debit card for any payment not expressly authorized by this policy. Unauthorized payments include mandatory charges, which are payments that an individual or business entity must pay and include, but are not limited to, fixed or variable rent payments. Cash advances are expressly disallowed.

PROCEDURES:

1. Credit and Debit card payments may be taken via a credit/debit card swipe machine, secure internet web site, or telephone.
2. Payments may only be accepted for the amount of the discretionary charge.
3. All refunds of payments made using a credit card shall be processed as a credit to the credit card used for the payment. No cash or check refunds may be made for credit card payments.
4. To minimize the fraudulent use of credit cards, individuals electing to pay for discretionary charges using a credit card are required to present a valid government issued identification card (e.g., driver's license, military identification card, etc.) along with the credit card. The named individual on the credit card and individual presenting the valid government issued identification card are required to be the same individual.

RESOLUTION NUMBER AND DATE: 2008-229, dated November 4, 2008
(Supersedes BPC Policy No. 116, Resolution 2005-106, dated July 12, 2005)

(1)

Re Amendment of BPC Policy 116,]
]]
Credit and Debit Card Acceptance]
_____]

**REFERENCE
COPY**

54252

RESOLUTION 2008-229

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified
Port District, as follows:

That Board of Port Commissioners Policy No. 116, Credit and Debit Card
Acceptance, as amended, (formerly entitled Credit Card Acceptance) a copy of which is
on file in the office of the District Clerk, is hereby adopted.

ADOPTED this 4th day of November, 2008.

sw
11/4/08