

Virtual Cashier/Terminal Authorization
For Montana Interactive, LLC (MI)

Tracking Number: VC86
Last Updated: September 17, 2009

Agency:	Department of Corrections
Division:	Montana Correctional Enterprises
Project Name:	Montana Correctional Enterprises
Virtual Cashier?	Yes
Type of Payment Accepted:	Credit/Debit Cards and Electronic Checks (eChecks)
Transaction Fee:	MI will include \$1.00 per transaction as the transaction fee and will retain that amount.
Electronic Payment Processing Fees:	<p>The electronic payment processing fees are as follows:</p> <p>Credit/Debit Cards Visa and MasterCard $[(Purchase\ Amount + Convenience\ Fee) \times 0.01995] + \\0.25, e.g. $[(\\$30.00 + \\$1.00) \times 0.01995] + \\$1.00 + \\$0.25 = \\1.87 1.995% goes to the Credit Card Network, and the \$0.25 goes to the merchant bank</p> <p>Electronic Checks \$1.00 per transaction regardless of purchase amount that goes to the merchant bank</p> <p>Electronic payment processing fees are subject to change.</p> <p>COR will be responsible for non-sufficient fund (NSF), or returned eChecks. It is recommended that the same process be applied to returned eChecks as used for regular returned physical checks. MI will make one attempt to process a returned check after making contact with the customer. If the amount cannot be collected, that amount will be debited from the next remittance to COR and all information will be turned over to COR. MI charges the customer a \$10 returned check fee that is paid directly to the electronic payment processor.</p>
Payment Types:	<p>Fee Amount (or Customer Definable): Customer Definable Customer Pays: Customer definable plus processing fees listed above COR Credit Card Remittance: Customer definable COR eCheck Remittance: Customer definable Auto-Settle? Yes</p>

	<p>Agency ID: 64010 AR Business Unit: Revenue Account: 553068 Organization: 447900 Fund: 06034 Sub Class: RO2</p> <p>All revenue for COR will be remitted to the State Treasury. An accounts receivable entry will be automatically created in SABHRS through MI's interface. Remittance will occur on a daily basis.</p> <p>Prior to launch of this service, COR must contact the SABHRS Bureau and set up and interface Business Unit that will be acceptable for online transactions and identify MI as able to use this Business Unit for the online service.</p>
Information Collected:	<p>Standard Fields: First name, last name, amount, notes</p> <p>Unique Fields: Street Address, Street Address (2), City, State, Zip</p>
Receipt:	<p>Message to be displayed at top of receipt (up to 400 characters): Thank you for shopping at our truly unique gift shop. Our inventory is constantly changing. Please check our site again.</p> <p style="text-align: center;">Montana Correctional Enterprises 350 Conley Lake Road Deer Lodge, MT 59722 406-846-1320 ext 2515 – store or ext 2323 manager</p>
Security:	<p>COR staff will be required to enter a valid username and password to enter the Virtual Terminal service. The following staff is authorized:</p> <p>First Name: Sharon Last Name: Sager E-mail: ssager@mt.gov Telephone Number: Fax Number: 406-846-2957 Payment Types: All Utility Privileges? Yes</p> <p>First Name: Sharon Last Name: Smith E-mail: shsmith@mt.gov Telephone Number: Payment Types: All Utility Privileges? Yes</p>

	<p>First Name: Larry Last Name: Burke E-mail: lburke@mt.gov Telephone Number: Payment Types: All Utility Privileges? Yes</p> <p>First Name: J Last Name: Holst E-mail: jholst@mt.gov Telephone Number: Payment Types: All Utility Privileges? Yes</p>
Development Schedule:	The average time needed to setup an agency on the Virtual Cashier/Terminal is one week per store. This work order contains 1 store. COR will be required to fully test the payment types and Virtual Terminal.
Estimated COR Hours:	<p>COR personnel will be needed for direction, clarification, testing and approval.</p> <p>Estimated Time: 8 Hours Estimated time does not include any internal changes to policy, business process, and the like that COR may incur as a result of this service.</p>
MI Project Manager:	Cory Mabry, 449-3468 ext. 228, cmabry@mt.gov
COR Project Manager:	Sharon Sager, ssager@mt.gov
Customer Support:	MI will provide customer support for this service through the help desk for the State's eGovernment services. MI will pass issues beyond the scope of this service to Sharon Sager, ssager@mt.gov .
Additional Terms:	This service is being developed as an enhancement to mt.gov and will be built following all requirements of the eGovernment Service Certification standard. All advertisements and promotion of this service will be done using mt.gov as the access point (or portal). COR will work in coordination with ITSD and MI on brochures, news releases, events, and promotions of this service throughout the life of the service.

Smiller

Sandi Miller, General Manager
Montana Interactive, LLC

12/18/09

Date

Gayle Lambert

Gayle Lambert, Administrator
Department of Corrections

12/1/09

Date

Barry Fox

Barry Fox, Acting Bureau Chief
Application Technology Services Bureau
Information Technology Services Division
Department of Administration

12/13/2009

Date