

## **Capture Card/New ID Card Payment Meeting Minutes**

### **August 5, 2013**

**Attendees:** Chien Shih, Pat Hyland, Bret Watson, Lisa Kirk, John Cognetta, Hector Quinonez, Martin Varela, Sirisha Pingali, Letha Jeanpierre, Joe Moreau and Kari Elliott (note taker).

1. Capture Card Refund – two options.
  - Option 1 – District Finance could maintain.
    - Have students fill out form requesting refund at colleges.
    - Colleges would send form to District Finance to issue refund.
  - Option 2 – Give colleges check for SmartCard balances and instructions for maintaining/refunding.
    - ASB offices would maintain; Finance will provide list of students to both colleges.
    - Colleges could look up students on list; refer students to other college if not on their list.
  - Need to notify students of refund process.
  - Foothill wants to handle refunds and dispense to students; De Anza needs more time to make a decision.
2. Future Card Refunds (ePRINTit).
  - Students would make request with ePRINTit; would need to verify at college or District level.
  - Do not issue refunds?
  - Discuss further at August 7, 2013 ID Card/Pay to Print weekly meeting.
3. Cash Sales.
  - Someone would need to collect and add to student's ePRINTit account (Administrator).
  - Sell pre-paid cards.
4. Cost of Paper – Revenue Reimbursement.
  - Will ePRINTit send one check to the District?
  - How to split between colleges?
  - Discuss further at August 7, 2013 ID Card/Pay to Print weekly meeting.