

SOUTHERN OREGON EDUCATION SERVICE DISTRICT

Board Proposal: Approval to Establish Square Payment Processing Account

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Background

Southern Oregon ESD occasionally coordinates and supports fundraising activities for programs, staff committees, and special projects. These activities sometimes involve public sales, donations, or other small transactions where participants wish to pay electronically rather than by cash or check.

Currently, the ESD uses Braintree, which is integrated with the PD Network software to process registration and training-related payments. While Braintree functions effectively for those structured online transactions, it is not ideal for on-site, mobile, or point-of-sale payments such as those that occur at fundraisers or community events.

Proposal

The business office recommends establishing a Square payment processing account under the name of Southern Oregon Education Service District for the limited purpose of processing transactions related to approved ESD-sponsored fundraising activities.

The account would be:

- Owned and controlled by the ESD, created and managed by the business office.
- Linked directly to an official ESD bank account.
- Subject to standard internal accounting controls, including deposit verification, reconciliation, and board-approved fundraising reporting.

No individual employee or department would maintain independent payment accounts.

Cost of Square:

Square does not charge any setup or monthly fees. The only cost is a transaction processing fee of approximately 2.6% + 10¢ per card payment, which is automatically deducted from each transaction at the time of processing. This pay-as-you-go model makes Square a cost-effective and predictable option for occasional fundraising or event use, without creating ongoing expenses for the district.

Board Action

It is recommended that the Southern Oregon ESD Board of Directors approve the establishment of a Square payment processing account for use in approved ESD-sponsored fundraising and event activities.