CHECKLIST:

How to Interview an Online Payments Co.

Directions

Complete this checklist to find the best school payments company for your school. Tally up the numbers and see which vendor fulfills all your requirements.

Rating System:

- 1 Does not meet requirements
- 2 Meets requirements
- **3** Exceeds requirements

		VENDOR 1	VENDOR 2	VENDOR 3
CATEGORY	REQUIREMENT			
Implementation	Less than 3 weeks			
Implementation	Project Manager			
Implementation	No SIS required			
Implementation	Storefront built			
Training/Support	Unlimited tech support			
Training/Support	Training included			
Training/Support	Dedicated account rep			
Integration	SIS integration available			
Integration	SIS integration required?			
Integration	Accounting software integration?			
Integration	Merchant account required?			
Usability	Mobile app available			
Usability	Guest checkout and refund process			
Security	PCI level 1 compliant			
Security	Can users see credit card numbers?			
Product	Rebate program available?			
Product	Annual or upfront cost?			
Product	Ticket management availabe?			
Product	Attach revenue account to item?			
Product	Inventory tracking available?			
Product	Online teacher recepting function available?			
Product	Mobile swipe option?			
Product	Partnerships? Buyboard recommendations?			