

APWA Conference Credit Card Processing

Project: Online Conference Registration with Payment by Credit Cards	Leads: Marcie and John Assist: Don and Holly
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Assist APWA Officers to set up credit card processing contract with Bank of America and two 'revolving' B of A accounts for convention revenues and expenses. Set up templates for Fall and Spring Convention Accounts. Test and integrate with on-line registration process. Timelines are driven by new MRSC/APWA Board policy on conventions. Fall 2008 APWA Convention Starts on October 14th.

project phase	starting	ending	project phase	starting	ending
Assist APWA Officers to Establish B of A Credit Card Processing Contract - Marcie	4.6.2008	4.30.2008	Assist APWA Officers to set up two B of A 'revolving' Convention Bank Accounts - John	4.6.2008	4.30.2008
Assist Host Committees for Fall 2008 and for Spring and Fall 2009 to Attain Access to Convention Accounts - John	5.1.2008	5.31.2008	Set up and Test Credit Card Payment Templates for Fall and Spring Accounts - Don	6.1.2008	6.30.2007
Integrate with Fall and Spring Online Registration Templates - Don and Holly	7.1.2008	7.19.2008	Online Registration Opens for Fall 2008 Conference - Holly	7.21.2008	10.14.2008
[Phase 4]	3.10.2008	3.28.2008		[Pick The Date]	[Pick The Date]

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