

March 27, 2026

TO: District Advisory

FROM: Jonathan Medina, Associate Superintendent – Fiscal Support

RE: Credit Card Only Payment for KCSOS Events

Subject: Credit Card Payment Only for Future KCSOS Event Registration

We wanted to let you know about the following information related to payment for KCSOS events and trainings. Thank you for your help and please let us know if you have any questions or concerns:

Kern County Superintendent of Schools (KCSOS) is updating how payments are processed for KCSOS-hosted workshops, conferences, and events that charge a registration fee.

Effective immediately, any new events that have not already begun accepting payments and are managed through KCSOS platforms, including Cvent, must require payment by credit card at the time of registration.

Purchase orders and paper checks will no longer be accepted for these events. Registration can still be completed through Cvent, but payment must be made by credit card to confirm participation.

This change is necessary to address ongoing challenges with collecting and reconciling payments in addition to many districts moving to credit card payment preference.

Processing paper checks across multiple departments and events has proven excessively inefficient, and there are numerous instances where payments are never received after registration, creating additional administrative and fiscal challenges.

Moving to credit card payments ensures that registrations are confirmed only when payment is received, improves accuracy in financial tracking, and reduces administrative workload.

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This approach also aligns KCSOS with standard practices used by most conference and workshop providers and helps provide a more streamlined and consistent experience for participants.

Pleased let your district staff know that payment is required by credit card at the time of registration for KCSOS events and trainings.

We certainly appreciate your help in spreading the word about this policy.

Thank you.