



Request for Use of Credit Card Terminal

Visa and MasterCard ONLY

Department		Revenue acct #	
Dates needed	____/____/200__ - ____/____/200__	Expenditure acct #	
Description of activity		Exact location where terminal will be used	
Contact name		Phone number	
<p><i>I request use of the credit card terminal for the purpose described above and agree to the procedures outlined below.</i></p>			
Signature of department head		Date ____/____/200__	

General procedures for use of credit card terminal

- < Transactions can be “swiped” through the terminal if the actual card is present; however, the customer’s numeric street address and zip code must be manually entered into the terminal to produce a transaction ticket.
- < In the absence of a card, the department will collect full and accurate customer information—including name as it appears on the credit card, card type, card number, expiration date, customer’s address, and customer’s phone number—and manually enter this information into the terminal to create sales data. It is imperative that all cardholder information is recorded correctly. Any missing or incorrect information can result in lost sales revenues.
- < The department will keep one copy of the transaction ticket for their records and, if the department so desires, will mail the other copy to the customer. The information entered into the terminal will be the only proof a department will have that a customer authorized a charge.
- < At the end of each business day, the department
 - < will follow the instructions included with the terminal to close out that day’s business and produce a batch report (two copies).
 - < will prepare a Departmental Transfer (DT), recording revenues and an estimated transaction fee amount. (An example of a DT with instructions will be included with the terminal.) The original, signed DT, along with one copy of the batch report, will be sent to the Bursar’s Office for processing. **The second copy of the terminal batch report, along with a copy of the daily DT (complete with copies of backup information) will be sent to Bill Ashley in Accounting Services.** This will enable AS to properly credit any revenues due to or fees payable by the department.
- < A fixed transaction rate of 2.5% will be charged to the department via the DT. Any additional fees, i.e., charge backs, will be charged to the department’s expenditure account.
- < The terminal will be returned to Accounting Services in a timely manner.

To get operational, hook up a phone line to the “Line” connection on the back of the terminal and connect the power supply. If you need to change the paper roll for any reason, do not discard the small, black plastic paper roll spindle—it’s needed for proper machine operation.