CREDIT CARD ACCEPTANCE REQUEST FORM
For Southern Illinois University Carbondale Departments

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Contact Name:</th>
<th>Contact Email:</th>
<th>Phone Number:</th>
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**TRANSACTION DETAILS**

- Projected Transactions per Month: ____
- Average Ticket amount: ____
- Projected Annual Sales ($): ____

**CUSTOMER RECEIPT DETAILS**

- Business Name: ____
- Phone Number: ____
- Address: ____

**PROCESSING DEVICE**

- **Point Of Sale (POS) Terminal**
  - Terminals are provided through our Merchant Bank. Anticipate 6-8 weeks for setup and delivery.

- **Cashiering System**
  - Name of System: ____

- **eCommerce / Internet-based**
  - Including Virtual POS, website, or hosted payment solutions. Complete the eCommerce Details section
  - URL: __________________________

**TRANSMISSION METHOD**

- **Dedicated Phone Line**
  - You will need a dedicated telephone jack, line, and power outlet
  - Used With:
    - POS Terminal
    - Cashiering System

- **Internet Connection**
  - Include a narrative description and a network diagram of the proposed setup
  - Used With:
    - Cashiering System
    - eCommerce

- **Wireless Internet Connection**
  - Include a narrative description and a network diagram of the proposed setup
  - Used With:
    - Cashiering System
    - eCommerce

- **Not Applicable**
  - Reason: ____

**ECOMMERCE DETAILS**

**Payment Application**

- Virtual POS Terminal
- University Managed Website
- 3rd Party Hosted Payment Gateway
- Other: ____

**Merchant Service Provider**

- Authorize.net
- Other: ____

  *SIUC has a contract with Authorize.net as the Payment gateway. Include an explanation if you are unable to use Authorize.net.*

**Integration Method**

- Direct Post / Simple
- API / Programmatic
- Gateway / Fully Hosted

  *Select Direct Post if using Authorize.net, otherwise select the method your provider has recommended.*
## PAYMENT APPLICATION

<table>
<thead>
<tr>
<th>Do you plan to use a software program that transmits credit card information?</th>
<th>Contract Required to be Signed?</th>
<th>Types of Credit Cards to Accept</th>
<th>Account to be Billed:</th>
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<tbody>
<tr>
<td>□ Yes</td>
<td>□ Yes</td>
<td>□ Visa / MasterCard</td>
<td></td>
</tr>
<tr>
<td>□ No</td>
<td>□ No</td>
<td>□ Discover</td>
<td></td>
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<tr>
<td>□ Not Applicable</td>
<td>□ Not Applicable</td>
<td>□ American Express</td>
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*If yes, complete the Payment Application Checklist*

### Standard Pricing

- **POS Terminal**: $319.00 designated phone line - VX520/$615.00 VX580 Cellular terminal
- **Per Transaction Cost**: 2.5% to 3% of Sale - average
- **Chargeback**: $20.00 per incident
- **Rolls of Paper**: Included

### Policies and Procedures

SIUC has established policies and procedures for any department accepting credit cards. These policies need to be read and signed by personnel who fall into one of the following categories:

- Has access to credit card data
- Fiscal Officer of account in which credit card payments are credited and/or their delegate
- Handles credit card payments as part of regular job duties

Training for PCI Compliance should be completed by all employees accepting credit cards. For any operational questions, please contact Andra Collier at 453-2166 or [andrac@siu.edu](mailto:andrac@siu.edu)

### APPROVALS

<table>
<thead>
<tr>
<th>Department Fiscal Officer</th>
<th>Date</th>
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<tbody>
<tr>
<td>Jill Kirkpatrick, Bursar</td>
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<tr>
<th>Tina Galik, Assistant Treasurer (if required)</th>
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<th>Information Technology (if required)</th>
<th>Date</th>
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