

CREDIT CARD ACCEPTANCE REQUEST FORM

For Southern Illinois University Carbondale Departments

<input type="checkbox"/> New Merchant	<input type="checkbox"/> Existing Merchant, New Payment Process/Application
Department Name: _____	
Contact Name: _____	Contact Email: _____
Phone Number: _____	

TRANSACTION DETAILS	
Projected Transactions per Month: _____	Projected Annual Sales (\$): _____
Average Ticket amount: _____	

CUSTOMER RECEIPT DETAILS	
Business Name: _____	Phone Number: _____
Address: _____	

PROCESSING DEVICE		
<input type="checkbox"/> Point Of Sale (POS) Terminal Terminals are provided through our Merchant Bank. Anticipate 6-8 weeks for setup and delivery.	<input type="checkbox"/> Cashiering System Name of System: _____	<input type="checkbox"/> eCommerce / Internet-based Including Virtual POS, website, or hosted payment solutions. Complete the eCommerce Details section URL: _____

TRANSMISSION METHOD			
<input type="checkbox"/> Dedicated Phone Line You will need a dedicated telephone jack, line, and power outlet <i>Used With:</i> <ul style="list-style-type: none"> • POS Terminal • Cashiering System 	<input type="checkbox"/> Internet Connection Include a narrative description and a network diagram of the proposed setup <i>Used With:</i> <ul style="list-style-type: none"> • Cashiering System • eCommerce 	<input type="checkbox"/> Wireless Internet Connection Include a narrative description and a network diagram of the proposed setup <i>Used With:</i> <ul style="list-style-type: none"> • Cashiering System • eCommerce 	<input type="checkbox"/> Not Applicable Reason: _____

ECOMMERCE DETAILS		
Payment Application <input type="checkbox"/> Virtual POS Terminal <input type="checkbox"/> University Managed Website <input type="checkbox"/> 3 rd Party Hosted Payment Gateway <input type="checkbox"/> Other: _____	Merchant Service Provider <input type="checkbox"/> Authorize.net <input type="checkbox"/> Other: _____ <i>SIUC has a contract with Authorize.net as the Payment gateway. Include an explanation if you are unable to use Authorize.net.</i>	Integration Method <input type="checkbox"/> Direct Post / Simple <input type="checkbox"/> API / Programmatic <input type="checkbox"/> Gateway / Fully Hosted <i>Select Direct Post if using Authorize.net, otherwise select the method your provider has recommended.</i>

PAYMENT APPLICATION

Do you plan to use a software program that transmits credit card information?

- Yes
 No
 Not Applicable

If yes, complete the Payment Application Checklist

Contract Required to be Signed?

- Yes
 No
 Not Applicable

If yes, attach a copy of contract. The standard PCI DSS contract addendum will be required in most cases.

Types of Credit Cards to Accept

- Visa / MasterCard
 Discover
 American Express

Account to be Billed:

Name of Account to be Billed:

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

APPROVALS

Department Fiscal Officer	Date
Jill Kirkpatrick, Bursar	Date
Tina Galik, Assistant Treasurer (if required)	Date
Information Technology (if required)	Date