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| **The University of Akron**Office of the Associate VP/ControllerStudent Accounts/Bursar | **Credit Card Merchant Application** |

The University accepts VISA, MasterCard, and Discover. Acceptance of credit cards on campus are governed by university rule 3359-03-06 with additional handling procedures required before approval of your application. To establish a credit card (merchant) account to accept these payments, please provide the following information: **(All four sections must be entirely completed or the application will be returned).**

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| **Section 1: Department information** | This information will be used by the credit card processor to report errors or disputes. |
| Department Name or originator of transactions |       |  |
| Purpose |       |  |
| Contact person |       |  |
| Outlet address |       |  |
| Phone number or campus extension |       | Fax |       |  |
| Estimated volume |       | per | [ ]  day [ ]  week [ ]  month [ ]  year [ ]  total |
| **Section 2: Type of agreement** |
| Type of business: |
| [ ]  Retail | Do you require a new card swipe machine? [ ]  Yes [ ]  No |
|  | A new machine has a one-time fee in the range of $650 - $750 per machine (subject to change). |
| If the transaction is student related and will be applied to the student account, Student Accounts/Bursar must be contacted to review posting process. Payments may be posted manually by the Cashier’s Office, an external file layout may be created by a technical person to automatically post transactions to the student account, or the department may enter items as a departmental deposit as a group data entry transaction in PeopleSoft. Contact the Cashier Manager, Robyn Huth, at (330) 972-2195.  |
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| [ ]  **Internet** | Will there be an **E-market web site** developed for processing credit cards?  | [ ]  Yes [ ]  No |
|  | Will there be items purchased from this site which require charging sales tax?  | [ ]  Yes [ ]  No |
|  | Period of usage requested: | [ ]  Ongoing  | Estimated beginning date: |       |  |
|  |  | [ ]  Short term (enter estimated end date):  |       |  |
|  |  | [ ]  A Third-party contract is required (not using CASHNet) |  |
| With internet (web) processing of credit cards, Student Accounts/Bursar must be contacted to setup proper connections/ security clearance to interface with the web. Our provider for this gateway connection is CASHNet. Contact Amelia Curry at (330) 972-6378. ALL Third-party contracts must be approved by IT and PCI compliance confirmed annually with a SAS-70 report from the vendor. |
| The following personnel are authorized to have access to the E-market site: |
| Primary: |       | Email: |       |  |
| Other: |       |  |       |  |
|  |       |  |       |  |
|  |       |  |       |  |
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| **Section 3: Account for deposits and fees** |
| Workday Cost Center and 4-digit revenue code to deposit money received:  |      -      |
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| **Section 4: Authorizations** |  |
| I have read university rule 3359-03-06 and Accepting Credit Cards Procedures & Guidelines and agree to their terms: |
| Typed name and title: |       |  |
| Signature of Department Head: |  | Date: |  |  |
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|  | **Return completed form to the Associate VP/Controller zip +6205** |
| Office use ONLY |
| SA/Bursar  |  | Controller approval |  |