



APPLICATION TO BECOME A MERCHANT DEPARTMENT

Opening of new merchant accounts for the purpose of accepting and processing credit cards at the University is done on a case by case basis. There are a variety of costs associated with accepting credit cards including a discount rate on each sale, equipment cost, per transaction fees, and in the case of e-Commerce (web) there could be gateway fees and web page design fees.

The decision to open a new merchant account is based on many factors including the impact on receivables, customer service and convenience, cost, the volume of expected activity, etc. Interested departments need to complete an “Application to become a Merchant Department” and read the “Funds Handling Guidelines” in entirety. The Cash Compliance Analyst will review the application and recommend approval or denial for the establishment of a merchant department.

All individuals involved with any or all functions of funds handling (includes credit card processing) will be responsible for adhering to the laws and regulations of the University and the State of Louisiana; therefore, may be held accountable for misuse, misconduct, or mismanagement of state funds. **Note:** The University of Louisiana at Lafayette’s Internal Audit Department, the Cash Compliance Analyst, or the Louisiana Legislative Auditor may conduct audits of any merchant department of the University.

PLEASE PRINT

Date of Request _____
Department Name _____
Address _____
Department Head, Director, or Manager Name _____
Phone () _____ Email Address _____

1. Does the department currently collect any funds (cash, checks, etc.)? YES NO

If **no** is selected, the department must complete the ‘Funds Collection Request’ and submit it with the ‘Application to Become a Merchant Department’. The department must be an approved funds collection point prior to being approved to accept and process credit card payments.

2. Reason(s) why the department needs / wants to accept and process credit card payments.

3. List the types of products or services sold within the department.

4. Is this an existing or new source of revenue? Existing Revenue Source
 New Revenue Source

5. Will sales tax be collected? YES NO

6. Indicate the expected frequency of credit card payments and the date(s) of activity or event.

<input type="checkbox"/> One-Time Event	Start Date of Collections _____	End Date of Collections _____
<input type="checkbox"/> Seasonal	Start Date of Collections _____	End Date of Collections _____
<input type="checkbox"/> Year-Round (Continuous)	Start Date of Collections _____	End Date of Collections _____

7. Indicate the estimated annual dollar amount of revenue to be collected from credit card payments and the number of credit card transactions.

One-Time Event	\$ _____	Number of Transactions _____
Seasonal	\$ _____	Number of Transactions _____
Year-Round	\$ _____	Number of Transactions _____

8. Indicate the type of credit card processor the department is requesting.

- Stand Alone Credit Card Terminal (Physical Machine)
- Online Credit Card Processor (Virtual Merchant)

The Web, E-Commerce, and Virtual Merchant are terminology you will hear frequently. Any specialized software must be PCI compliant and have a compatible payment gateway.

The IT Security Officer must approve any web based credit card processing and outside vendors used to process credit cards.

Provide the website in which products/merchandise will be sold:

- Other, please explain:

9. Will any other departments, software packages, or outside vendors be involved in the processing of credit card payments? If so, please identify all parties and describe their roles and responsibilities.

10. Indicate the credit card type(s) the department would like to accept and process.

- Visa
- Master Card
- Discover
- American Express
- Other, please list.

11. List the physical address where the equipment will be located.

12. Please list all accounting code name(s) and account number(s) to record the revenue collected from credit card payments by the department.

Accounting Code Names	Account Numbers

13. Indicate the account code to be used for the cost of the equipment.

14. Indicate the account code to be used for the monthly fees.

15. Provide a description of the reconciliation process, including frequency of reconciliation.

16. Provide a schedule of how often credit card deposits will be made.

17. The department is responsible for appointing a Primary (and Backup) Merchant Department Responsible Position or MDRP who will have primary authority and responsibility within the department for credit card transactions. Provide the Primary and Backup MDRP of the department and a description of their current duties within the department.

PRIMARY MDRP:

Name and Title/Position _____

Telephone _____ CLID _____

Current Duties _____

BACKUP MDRP:

Name and Title/Position _____

Telephone _____ CLID _____

Current Duties _____

NOTE: If the application is approved by the Office of the Vice President, Administration and Finance, it is the department’s responsibility to contact the Information Technology Security Officer, Mr. Charles Broome, to ensure the department is PCI compliant.

DEPARTMENT SIGNATURES

*I understand that it is my responsibility to be familiar with the laws and regulations of the University of Louisiana at Lafayette and the State of Louisiana. I have read and understand the University’s **Funds Handling Guidelines** in its entirety and agree to adhere to all of the requirements of the policy. I also agree to adhere to the laws and regulations of the State of Louisiana.*

The information provided within this document is accurate to the best of my knowledge and I approve the request to collect, deposit, and account for each type of credit card payment collected by the department.

APPROVALS:

Title	Print Name	Signature	Date
Requested by (Requestor)	_____	_____	_____
Department Head or Director	_____	_____	_____
Dean or Administrative Head	_____	_____	_____
Appropriate Vice President	_____	_____	_____

ADMINISTRATION AND FINANCIAL SERVICES OFFICE USE ONLY

_____	_____	Approve	Deny
Carrie Hebert Cash Compliance Analyst	Date	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	Approve	Deny
Angela M Smith, CPA Associate Comptroller	Date	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	Approve	Deny
Jerry Luke LeBlanc Vice President for Administration and Finance	Date	<input type="checkbox"/>	<input type="checkbox"/>

All requests and supporting documentation should be submitted to:

Carrie Hebert
Cash Compliance Analyst
Financial Services – Comptroller’s Office
Martin Hall, Room 155A
P.O. Box 40400
Lafayette, LA 70504
337-482-6287 | carrie.hebert@louisiana.edu
Website: <http://financialservices.louisiana.edu/>

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