



MERCHANT DEPARTMENT EQUIPMENT REQUEST

The Merchant Department Equipment Request is used by current University departments/offices that are an approved collection point of the University **and** are currently processing credit card transactions within the respective department/office.

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 Cash Compliance Analyst will review the request, provide a fee schedule based on the equipment being requested, and order the requested equipment through the University's approved merchant processor.

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.

PLEASE PRINT

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

1. Does the department currently process credit cards? YES NO

If **no** is selected, the department must complete the 'Application to Become a Merchant Department' and submit it to the Cash Compliance Analyst. The department must be an approved funds collection point prior to being approved to accept and process credit card payments.

2. What is the business need for the credit card equipment?

- Replace or update existing machine (i.e. broken machine, obsolete machine, terminal not functioning properly)
- Add additional machines / terminals
- Change processor / terminal type due to economic needs

Please elaborate the need to replace, add, or change processor/terminal type:

3. 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:

4. 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.

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

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

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

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

NOTE: If applicable, it is the department's responsibility to contact the Information Technology Security Officer, Mr. Charles Broome, for approval of any web-based credit card processor to ensure our network is compatible with the processor and software to be utilized.

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 purchase 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	_____	_____	_____
Dean (if applicable)	_____	_____	_____

ADMINISTRATION AND FINANCIAL SERVICES OFFICE USE ONLY

Approve **Deny**

Carrie Hebert
Cash Compliance Analyst

Date

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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