

University of California, Riverside



No Signature On Credit Card Transactions Under \$25.00 Request Form

This program streamlines credit card transactional processing by providing face-to-face merchants with the ability to accept a U.S. issued Visa, MasterCard, Discover, or American Express for purchases without requiring a cardholder signature or providing a receipt (unless requested by the cardholder) for transactions under \$25.00, including tax.

Department Requesting Exception: _____ Date: _____

Reason for Request: _____

Type of Credit Cards Accepted:

Visa MasterCard Discover AmericanExpress

Type of equipment used: _____

Transaction Volume: _____

Average Ticket Sale: _____

Department Head/Supervisor Name (First, Last, MI)

Signature of Department Head _____ Date: _____
"By signing, I confirm that my cashiering staff will be trained to comply with the No Signature Program prior to implementation."

Chief Financial Administrative Officer (First, Last, MI)

Signature of CFAO _____ Date: _____
"By signing, I agree that the No Signature Program is appropriate for this unit."

Approved:

Approved:

*With Exceptions:

*Exceptions _____

Denied:

Reason: _____

Campus Credit Card Coordinator (First, Last, MI)

Signature of CCCC _____ Date: _____

Campus Controller (First, Last, MI)

Signature of CC _____ Date: _____