

# New Merchant Application

## Application and Accountability

New

Change

Delete

## Department Information

The following information is required for a department to be considered to accept credit/debit cards as a form of payment. An SBS application must be approved prior to the department purchasing software and/or equipment, and implementing any systems. This form must be routed to the Organizational CFAO for endorsement. Please email completed applications to [cashandmerchant@ucr.edu](mailto:cashandmerchant@ucr.edu).

<b>Department Name (appears on credit card statement)</b>			
<b>Department Contact Person (DCP)</b>			
<b>DCP Telephone Number</b>		<b>DCP Fax Number</b>	
<b>DCP Email Address</b>			

Please provide the FAU for bill merchant related charges. Please visit the SBS website for a list of [Current Merchant Prices and Rates](#).

Activity*	Fund*	Function *	Cost Center	Project Code

\*Required

Who will your customers be? (Please check all that apply).

<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty
<input type="checkbox"/> Alumni	<input type="checkbox"/> External customer/entities	<input type="checkbox"/> Other:

Which Payment Channel(s) will you be using? (Please check all that apply).

<b>In Person:</b>	<b>eCommerce:</b>	<b>Telephone:</b>
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Credit Card over Phone*
<input type="checkbox"/> Check		* Is VoIP used for phone service? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Credit Card		

<b>Processing Mechanism Requested (specify all that apply):</b>		
Card Swipe Terminal <input type="checkbox"/>	Web Campus Gateway <input type="checkbox"/>	Other* (specify) <input type="checkbox"/> Please attach exception form.
*Requires submission of <a href="#">Systems Exception Request Form</a> .		
<b>Credit Card Brands Requested for Acceptance:</b>		
Visa/MasterCard/Discover* <input type="checkbox"/>	American Express* <input type="checkbox"/>	
*Processing rates may vary. Please see <a href="#">Current Merchant Prices and Rates</a> .		

Describe the service to be provided utilizing credit/debit cards as a form of payment noting any special forms, procedures or process. Attach separate sheet with a proposed budget for implementing the services and a fee/rate structure.

<b>Estimated Average Price Per Transaction:</b>		<b>Estimated Total Sales:</b>	
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Please confirm you have read the following policies and are operating in accordance with the requirements to process cash and check payments.

<b>Policy Description</b>	<b>Policy Name</b>	<b>Policy Acknowledgement</b>	
Cashiering Responsibilities and Guidelines	<a href="#">BUS-49</a>	Please confirm that you have read BUS-49.	<input type="checkbox"/> Yes <input type="checkbox"/> No
UCR Credit/ Debit Card Payment	<a href="#">UCR-200-17</a>	Please confirm that you have read 200-17.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Credit/Debit Card System Roles

Each employee involved in a credit/debit card transaction are required to have established/separated roles with the system, have passed required background checks, and to be knowledgeable of and comply with cash handling procedures (BUS-49). List the names of individuals responsible for the following credit/debit card transactions (attached additional sheets if necessary) next to the role.

<b>Individuals to Process Charges</b>		
<b>Individuals to Process Refunds</b>		
<b>Individual to Reconcile to GL</b>		
<b>Individual to Complete PCI Questionnaire</b>		

### Credit Card Merchant Agreement

Any merchant that accepts credit card payments is subject to PCI DSS compliance. The department is responsible to comply with University policy by implementing proper security and controls when processing credit card transaction by meeting all requirements. The department is responsible for the completion of the [Annual Credit Card Merchant Agreement](#) and the associated cost with maintaining PCI compliance.

### Department Director/ MSO Endorsement

The department financial manager reviews each request for additions, changes, deletions related to merchant's id under their department; approves established roles and responsibilities; ensures compliance with credit card policies and procedures; ensures "prior" approval will have been obtained before any credit/debit card system is implemented; ensures departmental MIDs are not shared with any other departments.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Printed Name & Title

### Organizational CFAO Endorsement

The Organizational CFAO should review the request to ensure the business is in line with the organization's mission, rates are properly developed and appropriate resources are available to manage the process.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Printed Name & Title

# Payment Processing Method

## Card Swipe Terminal ONLY

You are requesting a stand-alone terminal if: the merchant (department) will be processing a payment, deposit, or donation in person. For terminal cost please see [Current Merchant Prices and Rates](#).

Terminal Options		
<b>FD130</b> (Dial Up) <b>Note:</b> Terminal requires an analog phone line and must be located on the counter area for customer to access.	<input type="checkbox"/> Rental __ QTY	<input type="checkbox"/> Purchase __ QTY
<b>FD130 duo</b> (Dial Up) - Includes FD130 and separate, customer-facing PIN pad. <b>Note:</b> Terminal requires an analog phone line and must be located on the counter area for customer to access.	<input type="checkbox"/> Rental __ QTY	<input type="checkbox"/> Purchase __ QTY
<b>FD410</b> (Cellular Wireless) <b>Note:</b> Used when analog phone line is not available.	<input type="checkbox"/> Rental __ QTY	<input type="checkbox"/> Purchase __ QTY

<b>Please indicate if debit payments will be accepted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please confirm you have read the following policies and are operating in accordance with the requirements to process card payments.

Policy Description	Policy Acknowledgement
<a href="#">Terminal Control Measures</a>	Please confirm that you have read the Terminal Control Measures. <input type="checkbox"/> Yes <input type="checkbox"/> No

## Web Campus Gateway ONLY

### Please choose your e-commerce set up.

**Checkout** –The Checkout method gives departments websites the ability to process credit cards. The customer begins on the department’s website allowing departments to have complete control over the user interface looks and feel. Once the customer selects the item or items to be purchased the site will transfer the customer to a CASHNet website for payment.

**Storefront** – The Storefront method gives departments with limited resources the ability to accept credit cards. The customer begins on a CASHNet website where the items for purchase are displayed. Customers make and pay for their selections entirely on the CASHNet website.

### For Campus Credit Card Coordinator Use Only

Date Received	Campus Credit Card Coordinator Signature	Approved	Date Approved
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Comments</b>			