

Student Business Services Credit Card Machine Request Form

Please fill out the following to request credit card machines from Student Business Services. Please submit requests at least one week in advance to sbs@sfasu.edu; machines are loaned on a first come, first serve basis. FOAPs are required for credit card & rental fees; SBS will reach out to your office to discuss fees based on the request dates indicated below. Please note that it is preferred that you submit all training forms for all credit card users with this form; all training documents for all users will be required before the machine may be picked up.

Department:

Requester Name:

Department Head Name:

How many machine(s) do you need?

What date will you pick up the machine(s)?

What date will you return the machine(s)?

Fund **Org** **Account 772190 Program**

Please list the name and title of the credit card machine users. Add additional pages if there will be more than six employees using the machine(s). Please indicate if each employee has completed the Receipts & Deposits training, the PCI training, and signed the Intent to Comply form. Please attach the signed Intent to Comply forms to your email. All training and forms must be complete before the machines will be loaned.

Name	Title	Completed Receipts & Deposits training?	Completed PCI training?	Signed the Intent to Comply?
		Y / N	Y / N	Y / N
		Y / N	Y / N	Y / N
		Y / N	Y / N	Y / N
		Y / N	Y / N	Y / N
		Y / N	Y / N	Y / N
		Y / N	Y / N	Y / N

I certify that the above and/or the attached employees are the only employees that will use the credit card machine(s). By signing below, I ensure that all employees listed have taken the PCI training, accepted the PCI Acceptable Use Policy, completed the Receipts and Deposits training, and signed the Intent to Comply form within the last calendar year of using the credit card machine(s).

Signature

Printed Name

Date