

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. Fees will be charged as follows: \$25/per machine and 3% of sales on the machines. Please note that it is preferred that you submit all training forms for all credit card users with this form; all training for all users will be required before the machine may be picked up.

Department:

Requester Name:

Department Head Name:

of machines needed?

Pick up date:

Return date:

Location of Sales:

Location of Locked Storage:

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? |
|------|-------|---|---|---|
| | | <input type="checkbox"/> Y / N <input type="checkbox"/> | <input type="checkbox"/> Y / N <input type="checkbox"/> | <input type="checkbox"/> Y / N <input type="checkbox"/> |
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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