

Credit Card Equipment Loans

FMO is here to help you conduct business on the behalf of the university, including the acceptance of credit cards as a form of payment. If you need regular access to credit card processing, ask FMO about setting up a merchant account or online store. FMO also provides the loan of credit card equipment for one-time events.

If you have a one-time event in which you need the use of credit card equipment, **FMO requires a minimum of 3 day's written notice.** It is in your best interest to contact us as early as possible to reserve the equipment and confirm that it is not already scheduled for a different department.

Important Points:

- This "loaner" system only accepts Visa and MasterCard.
- The credit card unit is a cellular machine and is available for use where cellular service is available. (The backup analog phone line may be used on campus in places with poor cellular signal.)
- The department is responsible for the loss or damage of borrowed credit card equipment.
- The department is responsible for all credit card processing fees (typically 2-4% of transaction amount), including transactions disputed by your customers ("chargebacks").
- The department will also be assessed a \$.40/transaction Equipment Use fee.
- All individuals who have access to the credit card equipment must agree to follow security protocol.
- The departmental representative must pick up and return the credit card equipment at FMO in person.

Steps for Borrowing Credit Card Equipment

- 1) Call FMO (5-5209) to confirm that equipment is available.
- 2) Return the completed form found on the next page.
- 3) Come to FMO a day or two before the event to receive security and equipment use training, and to check out the equipment. Be sure to allow at least 30 minutes.
- 4) Accept credit cards on the day of the event.
- 5) Credit card equipment must be closed out at the end of each day.
- 6) Next business day: Use I-Payments to post your sales to FAMIS.
- 7) A copy of the I-Payment receipt and batch settlement report is sent to Patti Ponzio, MS 6000.
- 8) Return all equipment to FMO within three business days. FMO charges a \$10/day late fee after 3 business days.

The department understands and agrees to accept all terms listed above:

Department Name: _____

Responsible Contact: _____ **Date:** _____

Department Head: _____ **Date:** _____

Application for Temporary Use of FMO Credit Card Account

Department Name: _____

Department Address: _____

Responsible Contact: _____

Responsible Contact Phone Number: _____

Responsible Contact E-Mail Address: _____

Dates Account Needed: _____

Date Equipment Returned to FMO: _____

Event Location on Campus/Off Campus: _____

FAMIS Account for Service Charges: _____

FAMIS Account for Chargebacks: _____

Type of Goods or Services Sold: _____

Personnel who will have access to the credit card equipment:

_____	_____
_____	_____
_____	_____
_____	_____