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:

________________________________  ___________________________

________________________________  ___________________________

________________________________  ___________________________

________________________________  ___________________________

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