Office of University Bursar
800 Washington St SW (0143)
Student Services Building, Suite 150
Blacksburg, Virginia 24061
P: (540) 231-6277 F: (540) 231-3238
bursar@vt.edu

Application to Establish a Payment Card Merchant Account

Return completed form to the University Bursar, attention Becky Ford, MC 0143.
Contact Becky Ford at 540-231-6277, huffmanb@vt.edu if you require additional assistance.

Today's Date: _____   Department Name: _____

Department Address: _____

(Include Mail Code) _____

Customer Service Phone Number to Appear on Credit Card Statement: _____

Fax/Departmental Website: _____

Fiscal Contact Person _____   Phone/Email: _____

IT Contact Person _____   Phone/Email: _____

Please describe the business activity for which you would like to accept payment via credit card. Explain why offering credit cards as a payment method adds value to your department. Comment if sales will be seasonal in nature.

Policy 6362

Academic colleges, centers, and administrative units designing and delivering continuing and professional education activities, both on and off campus, under the auspices of the Virginia Tech brand must work through Continuing and Professional Education. This includes work conducted by academic faculty in Blacksburg, as well as academic faculty delivering continuing education programs at university locations outside of Blacksburg. The director of Continuing and Professional Education and the appropriate dean or administrative head designated by the college or administrative unit must mutually agree upon exceptions to this policy. To view the policy in its entirety, visit http://www.policies.vt.edu/6362.pdf.

Will the event you are requesting to accept payment for offer Continuing Education Units (CEUs) to the participants?

☐ Yes   ☐ No

Will the event/program include sessions/presentations delivered by VT academic faculty in Blacksburg or another off-campus location?   ☐ Yes   ☐ No

Will your event include accepting payment for industry sponsorship*?   ☐ Yes   ☐ No

Will your event require overnight accommodations?   ☐ Yes   ☐ No

Will you be accepting payment for donations/gifts through this account?   ☐ Yes   ☐ No

*Sponsorship is a form of marketing in which a payment is made by a company/individual for the right to be associated with a program or event.

Estimated sales via credit card:

Yearly $ Volume   _____

Average $ per sales transaction   _____

Of Transactions per month   _____

Effective date requested to begin accepting credit card sales, *please allow a minimum of 30 days for the Bursar's Office to request and obtain the merchant ID(s).*

_____

Do you currently accept cash/checks for the business activity that you are requesting to accept credit cards for?

☐ Yes   ☐ No

Indicate which payment brands you would like to accept with the associated discount fee:

☐ Visa (1.8%)   ☐ MasterCard (1.8%)   ☐ Discover (1.8%)   ☐ American Express (2.2%)

Indicate method(s) that credit cards will be accepted; mark all that apply.

☐   Point of Sale Terminal (*Swipe Machine*) via P2PE Devices with PCI SSC Certified P2PE Solution – please include

P2PE Provider: [_____]

Will POS Machine training be necessary?

☐ Yes

☐ No

☐   Electronically via Commerce Manager/CASHNet/List Vendor _____

The following information is collected for Commerce Manager/CASHNet Activity:

☐   E-check payments will be offered in addition to credit card payments

The revenue collected for these transactions is to be deposited to the following departmental fund and account:

Fund: _____   Account: _____

University Merchants are required to pay all fees and incremental expenses associated with accepting credit card payments. These expenses may include but are not limited to the purchase of point-of-sale equipment, per transaction fees for on-line payments, discount fee and other fees charged by the payment card brands.

If you will be using a swipe machine, what fund and account number should be used for the purchase of the machine?

Fund: _____   Account: _____

Monthly, the Bursar's Office will charge each University Merchant discount fees charged by the payment card brands. Provide the fund and account where these fees should be charged. *A .30 cent/per transaction fee also applies to all payments collected via Commerce Manager.*

Fund: _____   Account: _____

Who requires access to view merchant statements online via Payments Insider?

Name_____

        PID_____

Name_____

        PID_____

Name_____

        PID_____

All University Credit Card Merchants that process, store or transmit credit card information are required to adhere to the Payment Card Industry Data Security Standard (PCI DSS). This standard, developed by the five major credit card brands, includes guidelines on security management, network architecture, software design and other policies and procedures designed to protect and ensure the safe handling of sensitive cardholder information. All university employees who are involved with credit card operations must attend annual training provided by the Controller's Office and must annually certify their compliance to the PCI DSS by completing a PCI Self-Assessment Questionnaire (SAQ) and form of Attestation. Please visit the PCI Security Standards Council's website https://www.pcisecuritystandards.org/ for information on the standard and the SAQ process.

University merchants are also bound to adhere to University Policy 3610 on Acceptance of Credit Cards and are subject to audit by Virginia Tech's Department of Internal Audit. The University Controller reserves the authority to cease a merchant's credit card operations for gross negligence in protecting cardholder information or for failure to adhere to the PCI DSS.

I also agree that the department will no longer accept credit card by mail or by phone. Payments will only be accepted online through Commerce Manager, CASHNet or through the card swipe equipment requested herein.

_____   _____

Department Head/Director Signature   Date

_____   _____

Fiscal Contact Signature   Date

For Bursar Use Only:

Date Received: _____

Approved:

     Effective date of Merchant Account: _____

     Merchant ID   Visa/MC _____

                       AMEX   _____

                       Discover _____

Denied – provide explanation below.

DBA: _____

Reviewed by: _____

Merchant notified (whom and date): _____

                                      _____