

## 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:

- The department will be assessed a minimum fee of \$15.00 for the use of the loaner equipment, which includes the first 30 transactions processed by the department. Additional transactions after the first 30 will be assessed a \$0.50/transaction Equipment Use fee.
- The department is also responsible for all credit card processing fees (typically 2-4% of transaction amount), including transactions disputed by your customers ("chargebacks").
- The credit card unit is a mobile card reader attached to an iPad and is available for use where cellular service or WiFi are available.
- This card reader can ONLY accept swiped transactions. Card numbers cannot be keyed in.
- The department is responsible for the loss or damage of the borrowed credit card device and iPad.
- 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.
- This "loaner" system accepts Visa and MasterCard, Discover, and American Express.

### 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. Please contact Patti Ponzio at (979) 845-5209 or Preston DuBose at (979) 845-8118 to schedule an equipment pick up time.
- 4) Accept credit cards on the day of the event.
- 5) Credit card equipment will auto-settle. You will not need to settle the machine.
- 6) Patti Ponzio will e-mail the credit card batch report to the responsible contact.
- 7) Next business day: Use I-Payments to post your sales to FAMIS (in accordance with university SAP).
- 8) Please attach the credit card report to the I-Payment receipt in the I-Payment website. Contact Patti Ponzio if you need instructions to attach the documentation.
- 9) 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 Equipment 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:** \_\_\_\_\_

\_\_\_\_\_

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**Personnel who will have access to the credit card equipment:**

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