## Merchant Request Form

**Instructions:** Complete this form to request authorization to process payment cards on behalf of Old Dominion University. Print and sign the completed form and send, with any attachments, to the Office of Finance: PCI@odu.edu

<table>
<thead>
<tr>
<th>Department</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester</td>
<td>Desired Go Live Date</td>
</tr>
<tr>
<td>Position/Title</td>
<td>Dept. Budget Unit Director</td>
</tr>
<tr>
<td>Email Address</td>
<td>Email Address</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
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### Overall Purpose

1. **Describe the reason your department would like to process payment cards.**

   **Check all that apply:** If checked, please provide the following additional information:

   - [ ] Event/Conference Registrations
     - **Event Name(s):**
     - **Date(s) of event(s):**
     - Will the event be overseen/managed by University staff?

   - [ ] Membership Fees
     - **Type:**

   - [ ] Services
     - **Describe:**

   - [ ] Merchandise
     - **Describe:**

   - [ ] Other
     - **Explain:**

   **OLD DOMINION UNIVERSITY IS EXEMPT FROM PAYING VIRGINIA SALES TAXES ON PURCHASES. HOWEVER, IT IS NOT EXEMPT FROM COLLECTING TAX ON SALES MADE BY THE UNIVERSITY. WHEN THE UNIVERSITY DEPARTMENT SELLS TANGIBLE PERSONAL PROPERTY, THE DEPARTMENT IS RESPONSIBLE FOR COLLECTING THE SALES TAX, UNLESS PROOF OF TAX EXEMPTION IS OBTAINED. SALES TAX EXEMPTIONS CERTIFICATES SHOULD BE KEPT ON THE FILE BY THE SELLING DEPARTMENT FOLLOWING THE RETENTION SCHEDULE.*** NORTHERN VIRGINIA AND HAMPTON ROADS REGIONS TAX RATE: 6% ***

   - **Merchant Account Name**
     - (Max. of 22 Characters):
     - **Full Description:**

2. **How will the ability to accept payment cards benefit Old Dominion University economically and/or in achieving its overall mission?**

3. **Who will your customers be or what is your targeted market?**

   **Check all that apply:** If checked, please provide the following additional information:

   - [ ] Students
   - [ ] Faculty/Staff
   - [ ] Alumni
   - [ ] General Public
   - [ ] Other
     - **Specify:**

4. **Will any money be collected as gifts/donations to the University or other organizations?**

   - [ ] Yes
   - [ ] No

### Frequency & Volume

5. **Indicate the anticipated frequency with which your department will be accepting payment cards.**

   **Check all that apply:** If checked, please provide the following additional information:

   - [ ] One-time
     - **Dates of recurrence:**
   - [ ] Recurring
     - **Frequency:**
       - [ ] Annually
       - [ ] Semi-annually
       - [ ] Monthly
       - [ ] __________
     - **Dates of recurrence:**
     - **Until (if end date):**
   - [ ] Ongoing
     - **Until (if end date):**
     - **Is a peak period of activity expected?**
       - [ ] Yes
       - [ ] No
     - **If so, when?**
       - [ ] Semester start
       - [ ] Other:
   - [ ] Other
     - **Specify:**

6. **Indicate the anticipated volume of sales.**

   - **Annual dollar amount:**
   - **Annual # of transactions:**

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### Average dollar amount per transaction:

### Other comments about volume of sales:

#### Type of Processing

7. What method does your department desire to use to process payment cards?

- [ ] Online
- [ ] Payment Card Terminal

Website URL of launch page:

### How many terminals will your department be utilizing?

Note that terminal costs and monthly fees are the responsibility of each department. Payment Card terminals must be ordered through the Office of Finance.

Campus location of terminal(s): Building/Room #:

8. How will payment cards be accepted? Check all that apply:

- [ ] In Person
- [ ] By Phone
- [ ] By Mail
- [ ] Online via TouchNet/uStore Site
- [ ] Online via Other Provider

Provider Name:

Note: The uPay site is built to connect with an existing campus web application that allows the payment information and transaction to take place on a secure platform. The uStore site allows a site manager to create stores and product pages with a shopping cart checkout feature, all on a secure platform. For uStore, person responsible for maintaining the uStore site:

#### Administrative

9. Indicate where payments will be deposited:

- Org: Account:

10. Please list any additional information, needs, concerns, etc.

#### Security

11. Enter the employee name(s) and job titles who will be handling payment card information in your department.

**NOTE:** These responsibilities should be limited as much as possible, preferably to 3-5 people.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>UIN #</th>
<th>Student Worker?</th>
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<tbody>
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<td>Yes</td>
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**Department BUD Approval:** I confirm that I understand the risks and responsibilities associated with accepting and handling payment cards on behalf of Old Dominion University. I acknowledge that products, fees, and/or services the department is engaged in selling are in full compliance with Old Dominion Policies and Procedures. I understand that it is my responsibility to inform the Office of Finance of any personnel changes, access or reporting issues as soon as they arise. I understand that is my Department's responsibility for collecting the sales tax for any tangible personal property, unless proof of tax exemption is obtained. I am aware that there are monthly bank fees associated with the merchant account and credit card terminals. By signing this document, you acknowledge and accept responsibility for the management of the account and all that entails.

Budget Unit Director:

Signature: Date:

**PCI Compliance Specialist Use Only:**

Signed confidentiality forms received: 

- [ ] Yes
- [ ] No

Selling Taxable item?:

- [ ] Yes
- [ ] No

Signature: Date:

**Office of Finance Use Only:**

- [ ] Approved
- [ ] Declined

Notes:

Assistant Vice President for Finance/University Controller, Office of Finance Signature: Date:
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Merchant ID # (Visa/MasterCard/Discover)</td>
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<tr>
<td>Date Activated:</td>
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<td>Site URL:</td>
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<tr>
<td>Third Party Software is PCI approved vendor?:</td>
<td>☐ Yes ☐ No</td>
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