



## Clover Role Designation Form

Please email the completed document to [pci@odu.edu](mailto:pci@odu.edu).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Merchants – designate staff as either a Clover Manager or Employee for your department. Add a Removal Date if access to Clover will be temporary (less than one year). Check box under Change Request if a change is being made to an existing Role. Any questions? Call the PCI Compliance Specialist at (757) 683-5928

**Clover Admin Role** – (For Office of Finance use only) An Admin can access the Clover Dashboard, conduct sales, phone sales, refunds, and closeout batches, review transactions and reports, and Help.

Full Employee Name	UIN	Email Address	Removal Date	Change request?

**Clover Manager Role** - A Manager can conduct sales, phone sales, refunds, and closeout batches, review transactions and reports, and access Help for his or her assigned merchant(s).

Full Employee Name	UIN	Email Address	Removal Date	Change Request?

**Clover Employee Role** - An Employee can conduct sales, phone sales, review transactions and access Help for his or her assigned merchant(s).

Full Employee Name	UIN	Email Address	Removal Date	Change Request?

- ☐ The department agrees to notify the PCI Compliance Specialist if the department is selling taxable items.
- ☐ The department agrees to notify the PCI Compliance Specialist if the department will be shipping the items.

**Department Approval** ➔ I approve the requested access for the employee(s) and understand it is my responsibility to have the account(s) terminated when the employment is terminated, or job function no longer requires access to the system.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PCI Compliance Specialist Use Only:** Received Security and Confidentiality Agreements? YES NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_