



UNIVERSITY OF KENTUCKY

Request for Borrowing Credit Card Processing Equipment for Special Events Through the Office of the Treasurer

Instructions

The Office of the Treasurer has the ability to loan credit card processing equipment to University departmental units or organizations that are hosting a special event, such as a one-time meeting or conference, in which they wish to accept credit card payments. The process will be as follows:

1. Fill out the **Request for Borrowing Credit Card Processing Equipment** completely and submit to the Office of the Treasurer – Merchant Card Services Department.
2. Merchant Card Services will work with you to arrange a time for you to pick up the credit card cellular swipe terminal.
3. Merchant Card Services will provide brief training for the equipment, as well as a reference card for processing transactions.
4. Upon conclusion of the event and the return of the equipment, the department processing the transactions will need to submit to Merchant Card Services the merchant copy of the receipt for every transaction processed, as well as the final settlement report(s). It is recommended that the department keep copies for their records and reconciliation purposes.
5. The funds from your aggregate amount of your settled transactions will be credited within 2-3 business days into the cost center and general ledger account specified on this form.
6. At the end of the month, the fees for your transactions (between 2.5-3.0%) will be debited to general ledger account 530112 of the cost center specified on this form.

Notes

- Card brands accepted for payment: VISA, MasterCard, American Express, and Discover
- Your department will be responsible for any chargeback requests made by the card holder due to an unauthorized use of their card. All chargebacks and associated fees will be charged back to your department.
- Your department will be responsible for the replacement cost of any damaged processing equipment.
- The Office of the Treasurer may charge a Merchant Card Services Fee of 0.15% of your gross monthly sales volume to cover the costs of the hosted account and any costs associated with PCI-DSS compliance.
- **NOTE:** To secure the processing of credit cards and comply with PCI-DSS, please ensure that none of your university employees process credit card transactions on behalf a customer/registrant through your department using UK provided computer/workstation. Please do not retain any credit card data other than what is printed on the merchant copy of the transaction receipt.



UNIVERSITY OF KENTUCKY

**Request for Borrowing Credit Card Processing Equipment for Special Events
Through the Office of the Treasurer**

Name: _____ **Title:** _____

Mailing Address: _____

City, State, Zip: _____

Email: _____ **Phone #:** _____ **Fax #:** _____

SAP Dept. Name: _____ **Dept. Number:** _____

College/Division: _____

SAP G/L Account and Cost Center where funds will be deposited:

Revenue:

Cost Center: _____ G/L Account: _____

Expenses (i.e., processing fees):

Cost Center: _____ G/L Account: 530112 _____

Reason for this request (describe your special event):

Name of Conference/Meeting/Special Event:

Live Date (day your registration will begin): _____

Expected Date to Return Borrowed Equipment: _____

Please estimate the expected dollar volume and number of transactions for your special event.

\$ _____ # of transactions _____

