

Accounting Office – Set up Request

Requesting Merchant Credit Card Set up

Original Date: April 1, 2011

Revision Date: February 26, 2014

Applies to:

All UNTHSC employees

Purpose:

The Merchant Credit Card Set Up Request is used by a department to request the ability to accept payment by credit card.

Form(s):

- The Merchant Credit Card Feasibility Questionnaire is located on the Accounting Department website under "Forms". This is used by the Department Head or an individual authorized as a designee to determine if accepting payment by credit card is practical for their situation.
- The Merchant Credit Card Setup Request is located on the Accounting Department website under "Forms". This is used by the Department Head or an individual authorized as a designee to request authorization to be a credit card merchant.

Process:

- The Merchant Credit Card Feasibility Questionnaire and the Merchant Credit Card Set up Request must be completed and routed through the Department Head or an individual authorized as a designee.
- The Accounting Department will only approve and process Merchant Credit Card Feasibility Questionnaires and Merchant Credit Card Setup Request forms received directly from an appropriate representative of the department.
- The Accounting Department will contact the requestor to facilitate the process and inform the department when the process is complete.
- Please complete the Merchant Credit Card Feasibility Questionnaire and the Merchant Credit Card Set up Request form and route via email to the [Accounting Department](#).
- Departments processing credit card information must follow specific security rules/standards (Payment Card Industry Data Security Standards-PCI DSS) instituted by Mastercard and Visa.
- Each department must develop written procedures that include, but are not limited to, the following information:
 - Identifying which employees are authorized to process credit card

transactions and who will be responsible for custody of the credit card terminal

- Securing credit card information per Mastercard/Visa regulations
- Complying with policy and procedure regarding Payment Card Industry Data Security Standards (PCI DSS) requirements
- Training of personnel regarding terminal operation and online reconciliation of credit card transactions
- Auditing of daily transactions and transmitting (machine close out) to merchant processor (First Data)
- Reconciling daily transactions to departmental financial reports each month

Exceptions to Procedure:

As of the revision date, there are no exceptions.

Training:

Training will be scheduled when equipment is received and merchant information is complete.

Additional Information:

For assistance, contact the [Accounting Department](#) at (817) 735-2489.