



Mobile Credit Card Processor

AgriLife Fiscal Office is here to help you conduct business on the behalf of AgriLife Research and Extension, including the acceptance of credit cards as a form of payment. If you need regular access to credit card processing, ask AgriLife Fiscal Office about setting up a merchant account or online store. AgriLife Fiscal Office also provides the loan of credit card equipment for one-time events.

If you have a one-time event in which you would like the use of credit card equipment, AgriLife Fiscal Office a minimum of 3 day's written notice is required. It is in your best interest to contact us as early as possible to reserve the equipment to confirm that it is not already scheduled for a different department.

Important Points:

- This mobile device **only** accepts Visa and MasterCard.
- The credit card unit is a cellular machine and is available for use where cellular service is available (Wi-Fi compatibility as well).
- The department is responsible for the loss or damage of borrowed credit card equipment.
- The department is responsible for all credit card processing fees (approx. 3% of transaction amount), including transactions disputed by your customers (chargebacks).
- All individuals who have access to the credit card equipment must agree to follow security protocol.
- The departmental is responsible for making arrangements to pick up and return the credit card equipment at AgriLife Fiscal Office.

Steps for Borrowing Credit Card Equipment

1. Call AgriLife Fiscal Office 862-2245 to confirm that equipment is available.
2. Return the completed form found on the next page.
3. Schedule with the AgriLife Fiscal Office a day or two before the event to receive security and equipment use training, and to check out the equipment.
4. Submit an AG-207 form to cash management along with receipts from credit card sales within 3 business days (if using Conference Services, this step can be omitted)
5. Return all equipment to AgriLife within three business days of close of event.
6. All individuals who have access to the credit card numbers are required to submit an AG-218 *Cardholder Information Security Agreement*.

The department understands and agrees to accept all terms listed above:

Department Name: _____

Responsible Contact: _____ **Date:** _____

Department Head: _____ **Date:** _____



Application for Temporary Use of Agrilife Mobile Credit Card Processor

Department Name: _____

Department Address: _____

Responsible Contact: _____

Responsible Contact Phone Number: _____

Responsible Contact E-Mail Address: _____

Dates Account Needed: _____

Date Equipment Returned to AgriLife: _____

Event Location on Campus/Off Campus: _____

FAMIS Account for Service Charges: _____

Type of Goods or Services Sold:

Personnel who will have access to the credit card equipment:

_____	_____
_____	_____
_____	_____