Application for Temporary Use of Payment Card Terminal at UMD

Department Name: _________________________________________________________________

Responsible Contact: _______________________________________________________________

Responsible Contact Phone Number: ________________________________________________

Responsible Contact E-Mail Address: ________________________________________________

Dates Terminal Needed: ____________________________________________________________

Event Location: _________________________________________________________________

<table>
<thead>
<tr>
<th>EFS Chartstrings for Payment Card Processing Fees and Revenue</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Fees</td>
</tr>
<tr>
<td>Revenue</td>
</tr>
</tbody>
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Type of Goods or Services Sold: _____________________________________________________

________________________________________________________________________________

Are any items taxable? No ☐ Yes ☐

NOTE: Departments are responsible for tracking, booking and paying sales tax related to these sales.

Individuals who will process payment card transactions using this terminal:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th></th>
<th>Received</th>
<th>ARS Review</th>
<th>Terminal Pick-Up</th>
<th>Terminal Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
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<td>Initials</td>
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The Payment Card Terminal Loan Program is available for UMD departments that would like to accept credit/debit card payments for one-time events. Departments may borrow a payment card terminal without the need to set-up a merchant account.

**Steps for Borrowing the Payment Card Terminal:**

1) Contact the UMD Controller (sbosell@d.umn.edu) or (218) 726-7168 to confirm that the payment card terminal is available for use during the time of your event. Terminal must be reserved at least 7 days in advance of event and is available on a first-come, first-served basis.

2) Complete and return the “Application for Temporary Use of Payment Card Terminal” form found on the next page.

3) The UMD Controller’s Office will contact the Responsible Contact shown on the form to schedule a time to receive security and equipment use training, and to check out the terminal. This will take at least 30 minutes.

4) Department accepts payment cards on the day of the event.

5) The payment card terminal must be closed out at the end of each day.

6) Return the carrying case, terminal, electrical cord, and a copy of the daily batch settlement report(s) to Accounts Receivable Services within three business days after the event.

**Important Points:**

- The payment card terminal is a First Data FD410 cellular terminal and may be used where cellular service is available.
- The terminal accepts Visa, MasterCard, Discover, and American Express credit and debit cards.
- While there is no cost to use the terminal itself, the department is responsible for all payment card processing fees (typically 2-4% of the transaction amount), including transactions disputed by your customers (“chargebacks”).
- The department is responsible for securely storing the terminal when not in use.
- The department is responsible for loss or damage of the borrowed payment card terminal.
- All individuals who will process payment card transactions using this terminal must be trained to securely process payment cards and must review and sign University form UM1623 “Payment Card Account Employee Non-Disclosure Form”.
- The Responsible Contact must pick up and return the payment card terminal at the West Bank Office Building in person. This consists of the:
  - Carrying Case
  - Terminal
  - Electrical Cord

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

Department Name: ________________________________

Responsible Contact: ____________________________ Date: ____________________________

Department Head: ______________________________ Date: ____________________________