

Point -of-Sale and Internet Sales Approval Form for Departments

Department name:			
Address:			
Contact person:			
Phone number:		Fax number:	
e-mail address:			
Purpose/reason for request:			
Cards accepted:	<input type="checkbox"/> MasterCard/Visa <input type="checkbox"/> Discover		
Cost Center/WBS element to be charged with monthly fees:			
Estimated dollar amount of monthly activity:			
Estimated average transaction amount:			
Name of processing software and payment gateway (if applicable):			
Names of individuals managing installation of software (if applicable):			
Location of server hosting system (if applicable):			
Name of 3 rd party e-commerce provider/processor (if applicable):			
Responsibilities:	<ul style="list-style-type: none"> • Settle batches timely (daily). • Respond to chargeback/retrieval requests timely. • Reconcile transactions to department ledger(s) and monthly merchant statement • Record transactions timely in IRIS. • Report security breaches immediately. • Document sales policies and procedures and obtain review from UT Audit and Consulting Services. • Secure/protect card number information at all times. • Other responsibilities as defined in University Policy FI0310 and FI0311. • Complete appropriate PCI self-assessment questionnaire and maintain PCI Data Security Standards compliance. • Verified 3rd party e-commerce provider is PCI Data Security Standards certified (if applicable). 		

My signature below certifies that I have read and understand Policy FI0310 and FI0311 and agree to the responsibilities listed above.

Contact Person

Date

Department Head

Date

Approvals

Position of Authority for Information Technology

Date

Chief Business Officer

Date

Return completed form to the Treasurer's Office, 301 Andy Holt Tower, Knoxville, TN, 37996.