

**Auburn University**  
**APPLICATION TO BECOME A MERCHANT DEPARTMENT**

Opening of new merchant accounts for the purpose of accepting and processing credit cards at the University is done on a case by case basis. There are a variety of costs associated with accepting credit cards including a discount rate on each sale, equipment cost, per transaction fees, and in the case of e-Commerce (web) there could be gateway fees and web page design fees.

The decision to open a new merchant account is based on many factors including the impact on receivables, customer service and convenience, cost, the volume of expected activity, ect. Interested departments need to complete an "Application to become a Merchant Department" and read the policy "Auburn University and Affiliated Organizations Policies for Credit Card Processing and Security". The Application will be reviewed and the applicant will be contacted by The Office of Cash Management.

SUBMISSION DATE: \_\_\_\_\_

DEPARTMENT REQUESTING TO BECOME A MERCHANT: \_\_\_\_\_

SCHOOL/DIVISION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

INDIVIDUAL MAKING THE REQUEST: \_\_\_\_\_

PHYSICAL ADDRESS WHERE THE EQUIPMENT WILL BE LOCATED:

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VISA/MASTERCARD/DISCOVER

AMERICAN EXPRESS

REQUEST FOR STAND ALONE CREDIT CARD TERMINAL

REQUEST FOR ONLINE CREDIT CARD PROCESSING (The Web or E-Commerce is the terminology you will hear). ANY SPECIALIZED SOFTWARE MUST BE PCI COMPLIANT AND COMPATIBLE WITH OUR TOUCHNET PAYMENT GATEWAY. THE E-COMMERCE COMMITTEE MUST APPROVE ANY WEB BASED CREDIT CARD PROCESSING AND OUTSIDE VENDORS USED TO PROCESS CREDIT CARDS.

TYPE OF GOODS OR SERVICES SOLD: \_\_\_\_\_

EXPLAIN WHY YOUR DEPARTMENT WANTS TO ACCEPT CREDIT CARD PAYMENTS

IS THIS AN EXISTING OR NEW SOURCE OF REVENUE?

WILL SALES TAX BE COLLECTED?

DESCRIBE THE FREQUENCY OF CREDIT CARD PAYMENTS. IS THIS A ONE-TIME EVENT? ARE PAYMENTS FOR SEASONAL OR YEAR-ROUND ACTIVITY?

PLEASE INDICATE THE ESTIMATED ANNUAL DOLLAR VOLUME AND NUMBER OF TRANSACTIONS FOR EACH APPLICABLE CREDIT CARD ACCEPTANCE PROCESS:

STAND ALONE TERMINAL \$ \_\_\_\_\_ # OF TRANSACTIONS \_\_\_\_\_

ONLINE PROCESSING \$ \_\_\_\_\_ # OF TRANSACTIONS \_\_\_\_\_

FOAP TO BE USED FOR THE COST OF THE EQUIPMENT: \_\_\_\_\_

FOAP TO BE USED FOR THE MONTHLY FEES: \_\_\_\_\_

WILL ANY OTHER DEPARTMENTS, SOFTWARE PACKAGES OR OUTSIDE VENDORS BE INVOLVED IN THE PROCESSING OF CREDIT CARD PAYMENT? IF SO, PLEASE IDENTIFY ALL PARTIES AND DESCRIBE THEIR ROLES AND RESPONSIBILITIES.

MERCHANT RESPONSIBLE PERSON OR MDRP IS AN INDIVIDUAL WITHIN THE DEPARTMENT WHO WILL HAVE PRIMARY AUTHORITY AND RESPONSIBILITY WITHIN THAT DEPARTMENT FOR CREDIT CARD TRANSACTIONS:

NAME: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BACKUP MDRP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED BY:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Upon completion of the application, please provide a copy via one of the following methods:

- Email to Leslie King-Smith at [lsk0006@auburn.edu](mailto:lsk0006@auburn.edu)
- Fax to 334-844-5238
- Deliver original to Leslie King-Smith at 120 O.D. Smith Hall, Auburn University, AL. 36849-5194