The Office of Development Accounting has one wireless credit card machine which can be used by any Foundation unit. The credit card machine is available for processing contributions to the unit holding an authorized university event.

Please follow the steps below to check out a machine.

1. Send an e-mail to augifts@auburn.edu requesting the use of a credit card machine. Please include:
   - Event location and time
   - A pickup and drop off date and time
   - Contact name and number for the person responsible for the machine.

2. Once the request is approved, the appropriate employee from Development Accounting will follow-up for any additional information needed. Check out is subject to availability and duration should be limited to 3 business days (exceptions can be arranged.)

3. Instructions for the use of the machine will be given when the machine is picked up. Written instructions will also be included with the machine.

4. Full-time employees will be responsible for processing all transactions on the credit card machine.

5. When processing cards, keep a copy of the Merchant Receipt to attach to the Charity Purchase Form.

   Note: No full credit card numbers should be written down at any time. The last four numbers of the card may be placed on the backup to ensure proper processing.

6. Refer to the Settle Batch instructions to finalize the credit card purchases at the end of the event or the end of each day, whichever comes first.

7. The Settlement Report (Batch Report) totals must balance to the total on the backup gathered throughout the event/day. If it does not, you must identify the difference before turning in the machine. These totals will be verified when the machine is returned and will be matched to the Foundation’s bank account.

8. Turn the machine in on the scheduled turn-in date along with the Current Report, Batch Report, and Merchant Receipt Report to Development Accounting. If changes to the schedule need to be
made, e-mail augifts@auburn.edu or call 334.844.1128.

**GENERAL GUIDELINES**

Each University unit processing credit cards will be responsible for adhering to the credit merchant’s data security program. In order to reduce fraud, credit card companies recommend the following procedures for processing cards when the card is present (i.e., face to face transaction):

- It is recommended that you ask for an ID at the point of sale device if applicable.
- Always swipe the card through the terminal or point of sale device if applicable.
- Obtain authorization for every card sale.
- Match the embossed number on the card to the four digits of the account number displayed on the terminal.
- Compare name and signature on the card to those on the transaction receipt.
- If you believe the card number or card sale is suspicious, make a Code 10 call to the voice authorizations center for the card being used and follow the operator’s prompts.