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 fee, 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, etc. Interested departments need to complete and Department Head and the "Funds Handling entirety." The Cash Compliance Analyst will review the application and recommend approval or denial for the establishment of a merchant department.

All individuals involved with any or all functions of funds handling (includes credit card processing) will responsible for adhering to the laws and regulations of the University and the State of Louisiana; therefore, may be held accountable for misuse, misconduct, or mismanagement of state funds. Note: The University of Louisiana at Cash Compliance Analyst, or the Louisiana Legislative Auditor may conduct audits of any merchant department of the University.

PLEASE PRINT

Date of Request _____

Department Name _____

Address _____

Department Head, Director, or Manager Name _____

Phone ( ) _____   Email Address _____

1. Does the

12. Please list all accounting code name(s) and account number(s) to record the revenue collected from credit card payments by department.

Accounting Code Names	Account Numbers

13. Indicate the account code to be used for the cost of the equipment.

_____

14. Indicate the account code to be used for the monthly fees.

_____

15. Provide a description of the reconciliation process, including frequency of reconciliation.

_____
_____
_____
_____
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16. Provide a schedule of how often credit card deposits will be made.

_____
_____
_____

17. The department is responsible for appointing a Primary (and Backup) Merchant Department Responsible Position or MDRP who will have primary authority and responsibility within the department for credit card transactions. Provide the Primary and Backup MDRP of the department and a description of their current duties within the department.

PRIMARY MDRP:
Name and Title/Position _____

Telephone _____   CLID _____

Current Duties _____

_____

_____

BACKUP MDRP:
Name and Title/Position _____

Telephone _____   CLID _____

Current Duties _____

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