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# MERCHANT DEPARTMENT EQUIPMENT REQUEST

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Other, please explain:

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4. Will any other departments, software packages, or outside vendors be involved in the processing of credit card payments? If so, please identify all parties and describe their roles and responsibilities.

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5. Indicate the credit card type(s) the department would like to accept and process.

- Visa
- Master Card
- Discover
- American Express
- Other, please list.

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6. List the physical address where the equipment will be located.

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

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**NOTE:** If applicable, for approval of any web-based credit card processor to ensure our network is compatible with the processor and software to be utilized.

**DEPARTMENT SIGNATURES**

*I understand that it is my responsibility to be familiar with the laws and regulations of the University of Louisiana at Lafayette and **Funds Handling Guidelines** in its entirety and agree to adhere to all of the requirements of the policy. I also agree to adhere to the laws and regulations of the State of Louisiana.*

*The information provided within this document is accurate to the best of my knowledge and I approve the request to purchase deposit,*

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All requests and supporting documentation should be submitted to:

Carrie Hebert  
Cash Compliance Analyst  
Financial Services  
Martin Hall, Room 155A  
P.O. Box 40400  
Lafayette, LA 70504  
337-482-6287 [carrie.hebert@louisiana.edu](mailto:carrie.hebert@louisiana.edu)  
Website: <http://financialservices.louisiana.edu/>

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