

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.

Print _____ Sign _____

Date _____

Contact Person

Print _____ Sign _____

Date _____

Department Head

Approvals

Print _____ Sign _____ Date _____

Position of Authority for Information Technology

Print _____ Sign _____ Date _____

Chief Business Officer

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