

JMU REQUEST FOR TEMPORARY PAYMENT CARD TERMINAL

Contact Name: John Smith Date: 1/2/2008
Office or Department: Accounting Services Phone: 88888
Email Address: smithjx@jmu.edu Fax: 89999

1. Organization/Department has written approval from Assistant Vice President for Finance for the Payment Handling Activity? Yes No (Per University Policy #4501 ***all*** Business Activities ***must*** be authorized by the Assistant Vice President for Finance ***prior to any sales taking place.***)

2. Our organization/department currently accepts/would like to accept funds for:

Conferences/Services/Other (Please describe) FOCUS Conference May 1,2099

Merchandise (Please describe) _____

None of the Above (Please explain) _____

3. We target the following group(s):

Students

Faculty

Staff

Alumni

Friends of the University General public

4. We understand we will be accepting all of the following payment cards:

MasterCard

Visa

American Express

Discover

5. The dates the loaner payment card terminal will be needed are:

One date (Specify): _____

Multiple dates (Specify): _____

6. Are you interested in collecting payments online?

Yes, we are interested.

No, we are not interested.

7. Location of Payment Card Terminal: Festival Conference Center Average Ticket Sale: 75.00

Approximate Total Sales Figure: 3750.00

Department ID for Deposits: 100900

Account Code: 129900

Please attach a copy of the approved Business Activity or payment handling activity from Finance and submit with this completed form to the Cash and Investments Office at MSC 5711 at least thirty (30) days prior to event date.