

JMU DEPARTMENTAL REQUEST TO PROCESS PAYMENT CARDS

Contact Name: John Smith Date: 11/11/08
Office or Department: University Business Office Phone: 88888
Email Address: smithjx@jmu.edu Fax: 89999

1. Organization/Department has written approval of Business Activity by Assistant Vice President for Finance? 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 takes in funds for:
 Subscriptions Dues Services/Other (Please describe) _____
 Donations Merchandise (Please describe) _____
 Events/Conference Registrations None of the Above (Please explain) _____

3. With our new merchant account we will take in funds for:
 Subscriptions Dues and/or Fees Services/Other (Please describe) _____
 Donations Merchandise (Please describe) _____
 Events/Conference Registrations None of the Above (Please explain) _____

4. We target the following group(s):
 Students Faculty Staff
 Alumni Friends of the University General public

5. With our new merchant account we would like to process the following payment cards:
 MasterCard Visa American Express Discover

6. We employ the following methods of sale (if applicable; check all that apply):
 Telephone Orders/ Mailings In person/Card present Other (Specify): _____
 Online (only with prior written authorization of Assistance Vice President for Finance)

7. Does the activity make use of the University Mark or other James Madison University trademarks?
 Yes No

8. Are you interested in collecting payments online?
 Yes, we are interested. No, we are not interested.

9. Location of Payment Card Terminal: 800 South Main St Average Ticket Sale: \$50.00
Approximate Yearly Sales Figure: \$50,000 Department ID for Deposits: 100001
Account Code: 129900 Number of terminals required: 1

10. Is revenue seasonal? Yes No

Please attach a copy of the approved Business Activity Synopsis and submit with this completed form to the University Business Office at MSC 3516.