

JMU PAYMENT CARD CHANGE REQUEST

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

In accordance with University Policy 4501, University & Affiliated Business, any significant changes to approved Business Activities must be evaluated and approved by the Assistant Vice President for Finance. Such changes include but are not limited to: creation of new merchant accounts, the re-purposing of existing merchant accounts, the addition or alteration of payment systems, and the addition or alteration of existing relationships with third-party payment service providers.

1. Please describe the business activity for which you are requesting the change:

The department currently accepts VISA/MC as payment for the various workshops and conferences we provide to the JMU Community and the General Public. The department would like to request merchant numbers to accept American Express and Discover.

2. Outline the business case by describing how the request supports business strategy, plans, or programs.

The department believes that accepting American Express and Discover payment cards would increase the number of attendees at the workshops and conferences.

3. Does the request involve a new merchant account or an existing one?

Additional (Please explain: New Am Express & Discover merchant numbers) Existing (Please provide the Merchant ID: _____.)

4. Please describe the payment system involved (Web-based, terminal, etc.). Include model numbers for known equipment and version numbers for software.

Omni 3200

Sign-Offs

Requestor:		Date:	
Department Head (Merchant):	[CLICK HERE TO TYPE NAME]	Date:	
Finance Support Office Manager:	[CLICK HERE TO TYPE NAME]	Date:	
Assistant Vice President, Finance:	[CLICK HERE TO TYPE NAME]	Date:	

Submit completed form to the University Business Office at MSC 3516.

11/11/2008