

JMU REQUEST FOR TEMPORARY PAYMENT CARD TERMINAL

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 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 2009
 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): May 2, 2009
 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 Ctr Average Ticket Sale: \$75
Approximate Total Sales Figure: \$3750
Department ID for Deposits: 100001 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 University Business Office at MSC 3516 at least thirty (30) days prior to event date.