



UNIVERSITY of  
**LOUISIANA**  
LAFAYETTE

## MERCHANT DEPARTMENT EQUIPMENT REQUEST

The Merchant Department Equipment Request is used by current University departments/offices that are an approved collection point of the University **and** are currently processing credit card transactions within the respective department/office.

There are a variety of costs associated with accepting credit cards including a discount rate on each sale, equipment cost, per transaction fees, and in the case of e-Commerce (web) there could be gateway fees and web page design fees. The Cash Compliance Analyst will review the request, provide a fee schedule based on the equipment being requested, and order the requested equipment

All individuals involved with any or all functions of funds handling (includes credit card processing) will be responsible for adhering to the laws and regulations of the University and the State of Louisiana; therefore, may be held accountable for misuse, misconduct, or mismanagement of state funds.

PLEASE PRINT

Date of Request \_\_\_\_\_

Department Name \_\_\_\_\_

Address \_\_\_\_\_

Department Head, Director, or Manager Name \_\_\_\_\_

Phone \_\_\_\_\_

Other, please explain:

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4. Will any other departments, software packages, or outside vendors be involved in the processing of credit card payments? If so, please identify all parties and describe their roles and responsibilities.

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5. Indicate the credit card type(s) the department would like to accept and process.

- Visa
- Master Card
- Discover
- American Express
- Other, please list.

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6. List the physical address where the equipment will be located.

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7. Indicate the account code to be used for the cost of the equipment.

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**NOTE:** If applicable, for approval of any web-based credit card processor to ensure our network is compatible with the processor and software to be utilized.

**DEPARTMENT SIGNATURES**

*I understand that it is my responsibility to be familiar with the laws and regulations of the University of Louisiana at Lafayette and **Funds Handling Guidelines** in its entirety and agree to adhere to all of the requirements of the policy. I also agree to adhere to the laws and regulations of the State of Louisiana.*

*The information provided within this document is accurate to the best of my knowledge and I approve the request to purchase deposit,*

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All requests and supporting documentation should be submitted to:

Carrie Hebert  
Cash Compliance Analyst  
Financial Services  
Martin Hall, Room 155A  
P.O. Box 40400  
Lafayette, LA 70504  
337-482-6287 [carrie.hebert@louisiana.edu](mailto:carrie.hebert@louisiana.edu)  
Website: <http://financialservices.louisiana.edu/>

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