Application for Wireless/Cellular Loaner Swipe Terminal for Special Events

Department Name: _____

Name of this Event: _____

USP/Physical mailing address (Street and number): _____

Building and room number: _____

Ship to the Attention of: _____

City, State and Zip: _____

The individuals signing below have read and fully understand FIN-037: Governance and Compliance Requirements for Payment Card Activities and FIN-049: Revenue Generating Acitivies regarding approved revenue generating activity and acknowledged that the products, events, fees and/or services the department is engaged in selling or collecting are in full compliance with University Policy.

The individuals named below have completed the UVa Annual Credit Card Training and signed an individual Confidentiality Agreement. By signing below you also acknowledge that all individuals who may be exposed to registrants or payment card information have also taken the training and signed a Confidentiality Agreement. These individuals must be employees (full-time or wage), and have undergone an HR background check (Hiring Toolkit> Preliminary Offer and Background Checks).

By signing this document, you acknowledge and accept responsibility for the devices, the individuals manning the devices, tracking the devices, save storage, re-charging and the prompt return of the devices and all that entails.

_____   _____
Signature – UVa Event Requester   Signature - Department Head

_____   _____
Event Manager – Print Name   Department Head – Print Name

_____   _____
Requester Email address   Event Sponsor (if NOT UVa) – Print Name

_____
Requester Phone number

Event Requirements: This is a ONE-Time only, short duration event!

- We would like open the event to the public on _____ and stop on _____.

- We would like the devices to arrive on or before   _____.

- If the event spans several days/weekends/months/ please explain.

The activity from this event will be directed to the following Elavon Merchant Account   _____.

The proceeds from this event will be deposited into the Revenue String or Clearing Projects where the day-to-day deposits post. If you are using a "loaner merchant account", the proceeds will be deposited into designated Clearing Projects See Procedure - Application Process

Describe in detail the product, fees and/or services that are begin offered for sale.

Method the department/ unit will use to accept Payment Cards: (check all that apply)

○ Departmental Website where customer is passed to the **EPay @UVA** (UVA Gateway through Commerce Manager) for payment processing.

- Please list the **URL** that points to the event _____

○ **No Departmental Website** - Registration and/or Payment entered into **EPay @UVA (**UVA- Gateway through Commerce Manager) for payment processing. Invitation to registrants via mail/email, etc

○ In-person Registration and payment at the event requiring a wireless swipe terminal.

- How many wireless/cellular terminals are required? _____

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For Central Office Use Only

Date application received: _____

Date Elavon Deployed: _____

Elavon Merchant Number   **8**_____

Commerce Manager or Other_____

AMEX Merchant Number   _____

Date Department returned unit/s: _____

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