



Merchant Request for Payment Card Acceptance Services

(All steps must be completed in full)

You have read and understood your obligations and agree to comply with all standards and regulations in addition to University policies with respect to processing payments. This includes tax compliance, financial reporting, records management, staff training, access control and audit.

You intend to accept payments which are subject to Payment Card Industry (PCI) standards, regulations and compliance requirements. All costs associated with PCI compliance are the responsibility of those engaged in such activity. This includes one-time, on-going and any dissolution costs. For more information on compliance requirements refer to [PCI security standards](#).

Date: (dd-mth-yyyy)

1. Location:

If you are an existing merchant requesting a new service, enter your Merchant #:

Operating Name UVIC-

(DBA): Location

Address: City:

Phone:

Province:

Postal Code:

Email:

Fax:

Contact Name:

If requester is someone other than the above contact

Name:

Email:

Technical contact:

Phone:

Name:

Email:

Phone:

2. Merchant Fee Allocation:

FUND

ORGN

3. Activity Proposed:

Please describe activity proposal in detail:

What does your unit intend to offer?

What is the duration for your planned offering?

What technical support do you have?

What resources do you have for implementation?

Do you have or intend to have an online presence?

What resources will you commit post implementation?

Other resource/cost allocation items post implementation (*please describe*):

4. NEW CARD TYPE REQUESTED:

- Visa®
- Visa/Debit®
- MasterCard®
- American Express®
- Interac® (Debit)
- Interac® On Line
- China Union Pay®

a) Card Present Equipment Request - Stand Alone or Integrated:

Terminals: ICT 250 Quantity: VX820 Quantity: IWL255 Quantity:
PIN Pads, Peripherals: Quantity:

Data port(s) request required:	Performed by:
Data port(s) installed:	Unit making the request for services
Data port(s) tested:	NETS
Data port(s) added to terminal network:	NETS
Integrated POS added to terminal network:	DCST, Help Desk, System Administrator
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Point of Sale (POS):	Supported by:	POS PCI Validation Expiry
Hardware model		dd-mth-yyyy
Operating		dd-mth-yyyy
System Software		dd-mth-yyyy
Release version		dd-mth-yyyy

b) Card Not Present Request - Ecommerce (Mail Order/Telephone Order/Fax):

Card Not Present transaction may only be processed using a University approved processor. Failure to comply represent a breach of contact and will result in a suspension of services.

Do your require recurring payments?

Note: The service above require special consideration and additional set up

Approver has agreed the information and order above is correct and Accounting Services may proceed with the application. Approver has agreed to fund all expenditures associated with activity including setup, system access, processing, chargeback, maintenance and compliance. This statement includes an attestation that all staff involved in processing payments understand their responsibilities, have been trained in PCI compliance, have approved training materials and perform their duties within PCI standards to ensure collection, processing and storage of payment card information is secure and confidentiality is maintained.

AGREED AND CONSENTED TO BY APPROVER:

Approver's Name (Please Print):

Title: (Director, Chair or higher)

Signature:

Date: (dd-mth-yyyy) FUND ORGN

Failure to complete this form or comply with the requirements will result in cessation of payment processing facilities