Credit Card Payment Option Request Form

Department Name:

Department Contact:

Business Purpose:

       Is this business purpose new?   Yes   No

       If not, what is your current process?

       Is this a one-time event?   Yes   No

Request need by date:

Anticipated annual volume of transactions: # $

Who will be your customers?	Students	Employees	Public
How will cards be accepted?	Card Present	e-Commerce	Phone/mail order

Payment Options Requested:

1) CashNet e-commerce site
2) EMV/swipe credit card terminal
3) Mobile credit card terminal

Revenue Account line:

Department credit card fees charged to:
       (Fees are approx. 3% of transaction amount)

My approval below indicates that I have reviewed the Gettysburg College credit card procedures and that I understand the responsibilities of credit card acceptance.

Requested by:

Approved by: