

## Special Events Loaner Credit Card Terminal Policy & Procedures

**Objective:** To provide wireless credit card terminals to departments within the University for special events.

### **Policy:**

The Treasurer's Office maintains wireless credit card terminals that are available on loan to University departments for special events. Anyone that uses the credit card terminals, including student workers, must successfully complete the University's PCI Security Training. To reserve a terminal, the department must complete the Special Events Loaner Credit Card Terminal Request Form and receive confirmation from [merchantservices@slu.edu](mailto:merchantservices@slu.edu). The Treasurer's Office will perform the Workday Ad Hoc Bank Transaction for all transactions performed on the Special Events Loaner Terminals.

Loaner terminals are to be returned in original condition by the date and time selected on the [Special Events Loaner Credit Card Terminal Request Form](#). If the terminals become damaged or stolen, the Treasury Department is to be contacted immediately. If the equipment will not be picked up or returned on the date and time specified, the Treasury Department must be contacted at least 24 hours in advance by emailing [merchantservices@slu.edu](mailto:merchantservices@slu.edu).

Upon pick-up of a loaner terminal, a Treasury employee and the individual picking up the terminal will review the general instructions and view the terminal's condition. The individual picking up the terminal will acknowledge the condition of the terminal and sign the Special Events Terminal – Pick Up and Drop Off Log to agree to the terms within this policy.

Upon drop-off, a Treasury employee and the individual picking up the terminal will view the terminal's condition and the individual will sign the Special Events Terminal – Pick Up and Drop Off Log to agree to the terms within this policy.

### **Procedures:**

- Complete the Special Events Loaner Credit Card Terminal Request Form. Scan the form to [merchantservices@slu.edu](mailto:merchantservices@slu.edu). The Treasurer's Office will then confirm the reservation in an email. Please ensure that the proper banner fund/account or detail code is provided on the form. Without this information, the department will not receive credit for the transactions.
- Ensure that all users of the terminal have completed the PCI Security Training. Email [merchantservices@slu.edu](mailto:merchantservices@slu.edu) with a list of users who need to complete the training. The training will be sent via email and must be completed prior to terminal pickup.
- Pick up the loaner credit card terminal from the 3rd floor of the Wool Center at 3545 Lindell Blvd. Call Treasury at 314-977-7073 or 314-977-3701 upon arrival.
- The instructions for processing transactions, voids, and batch settlement reports will be included with each terminal. Charging cords and extra receipt paper will be included as well. Charge all terminals before the event.
- If there are any technical issues with the terminal, please call the Terminal Help Desk at 1-800-828-9034 (option #2). If the terminal is lost, stolen, or damaged in any way, please contact Treasury immediately at 314-977-7073 or 314-977-3701.
- Save the merchant copy of each receipt (the copy with the signature) and the batch settlement receipts in a safe place during your event.
- Perform a batch settlement at the end of each day of your event and paperclip that day's customer receipts to the batch settlement report.

- Make copies of any receipts and reports necessary for your records.
- Return the terminal and all receipts and reports to the Treasurer's Office in the Wool Center at the designated date and time.
- The Treasurer's Office will perform the