



The Payment Card Terminal Loan Program is available for departments that would like to accept credit/debit card payments for one-time events. Departments may borrow a payment card terminal without the need to set-up a merchant account.

Steps for Borrowing the Payment Card Terminal:

- 1) Contact Accounts Receivable Services at pmtcard@umn.edu or (612) 625-2392 to confirm that the payment card terminal is available for use during the time of your event. Terminal must be reserved at least 7 days in advance of event and is available on a first-come, first-served basis.
- 2) Complete and return the "Application for Temporary Use of Payment Card Terminal" form found on the next page.
- 3) Accounts Receivable Services will contact the Responsible Contact shown on the form to schedule a time to receive security and equipment use training, and to check out the terminal. This will take at least 30 minutes.
- 4) Department accepts payment cards on the day of the event.
- 5) The payment card terminal must be closed out at the end of each day.
- 6) Return the carrying case, terminal, electrical cord, and a copy of the daily batch settlement report(s) to Accounts Receivable Services within three business days after the event.

Important Points:

- The payment card terminal may be a First Data FD400 or FD410 cellular terminal and can be used wherever cellular service is available.
- The terminal accepts Visa, MasterCard, Discover, and American Express credit and debit cards.
- The terminal is EMV capable and able to accept both the newer chip cards as well as the traditional swipe cards.
- While there is no cost to use the terminal itself, the department is responsible for all payment card processing fees (typically 2-4% of the transaction amount), including transactions disputed by your customers ("chargebacks").
- The department is responsible for securely storing the terminal when not in use.
- The department is responsible for loss or damage of the borrowed payment card terminal.
- All individuals who will process payment card transactions using this terminal must be trained to securely process payment cards and must review and sign University form UM1623 "Payment Card Account Employee Non-Disclosure Form".
- The Responsible Contact must pick up and return the payment card terminal at the West Bank Office Building in person. This consists of the:
 - *Carrying Case*
 - *Terminal*
 - *Electrical Cord*

The department understands and agrees to accept all terms listed above:

Department Name: _____

Responsible Contact: _____ Date: _____

Department Head: _____ Date: _____



Application for Temporary Use of Payment Card Terminal

Department Name: _____

Responsible Contact: _____

Responsible Contact Phone Number: _____

Responsible Contact E-Mail Address: _____

Dates Terminal Needed: _____

Event Location: _____

EFS Chartstrings for Payment Card Processing Fees and Revenue:

	Fund	DeptID	Program	Account	FinEmplID	CF1	CF2
Fees				720312			
Revenue							

Type of Goods or Services Sold: _____

Are any items taxable? No Yes

NOTE: Departments are responsible for tracking, booking and paying sales tax related to these sales.

Individuals who will be processing payment card transactions using this terminal:

FOR OFFICE USE ONLY

	Received	ARS Review	Terminal Pick-Up*	Terminal Return*
Date				
Initials				
Serial # of Assigned Terminal(s)				

* ARS to inspect terminal(s) for tampering and substitution at time of pick-up and upon return