



# APPLICATION TO BECOME A MERCHANT DEPARTMENT

Opening of new merchant accounts for the purpose of accepting and processing credit cards at the University is done on a case by case basis. There are a variety of costs associated with accepting credit cards including a discount rate on each sale, equipment cost, per transaction fees, and in the case of e-Commerce (web) there could be gateway fees and web page design fees.

The decision to open a new merchant account is based on many factors including the impact on receivables, customer service and convenience, cost, the volume of expected activity, etc. The Cash Compliance Analyst will review the application and recommend approval or denial for the establishment of a merchant department.

All individuals involved with any of all functions of funds handling (includes credit card processing) will be responsible for adhering to the laws and regulations of the University and the State of Louisiana; therefore, may be held accountable for any misconduct, or mismanagement of state funds. Note: The Cash Compliance Analyst, or the Louisiana Legislative Auditor may conduct audits of any merchant department of the University.

PLEASE PRINT

Date of Request \_\_\_\_\_

Department Name \_\_\_\_\_

Address \_\_\_\_\_

Department Head, Director, or Manager Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

1. Does the



12. Please list all accounting code name(s) and account number(s) to record the revenue collected from credit card payments by department.

Accounting Code Names	Account Numbers

13. Indicate the account code to be used for the cost of the equipment.

\_\_\_\_\_

14. Indicate the account code to be used for the monthly fees.

\_\_\_\_\_

15. Provide a description of the reconciliation process, including frequency of reconciliation.

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16. Provide a schedule of how often credit card deposits will be made.

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17. The department is responsible for appointing Primary (and Backup) Merchant Department Responsible Position or MDRP who will have primary authority and responsibility within the department for credit card transactions. Provide the Primary and Backup MDRP of the department and a description of their current duties within the department.

PRIMARY MDRP:

Name and Title/Positic \_\_\_\_\_

Telephone \_\_\_\_\_ CLID \_\_\_\_\_

Current Duties \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

BACKUP MDRP:

Name and Title/Positic \_\_\_\_\_

Telephone \_\_\_\_\_ CLID \_\_\_\_\_

Current Duties \_\_\_\_\_

\_\_\_\_\_  
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