

Business and Finance Division

SAINT LOUIS UNIVERSITY

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 owns 3 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. The Treasurer's Office will perform the TouchNet web deposits for all transactions performed on the Special Events Loaner Terminals.

Procedures:

- Complete the [Special Events Loaner Credit Card Terminal Request Form](#). Scan the form to 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](#) found on the Treasury & Investments website and scan the certificates of completion to merchantservices@slu.edu.
- Pick up the loaner credit card terminal from the 3rd floor of the Wool Center at 3545 Lindell Blvd. Call Katelyn Willman at 314-977-2221 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 1-800-430-7161. If the terminal is lost, stolen, or damaged in any way, please contact Katelyn Willman at 314-977-2221.
- 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 paper-clip 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 Katelyn Willman at the Wool Center at the designated date and time.
- The Treasurer's Office will perform the TouchNet web deposits for the transactions and send a deposit confirmation.
- Please contact Katelyn Willman at 314-977-2221 or kwillma1@slu.edu with any questions.