

Special Events Loaner Credit Card Terminal Request Form

Saint Louis University

Name:	Phone Number:
Department:	Email:

Name of Event:	Location of Event:
Date of Event:	Number of Terminals Requested: (Maximum of 3)

Treasury will perform the TouchNet web deposits for all transactions performed on the Special Events Loaner Credit Card Terminals. All credit card receipts and batch settlement reports must be returned with the terminals. If copies of the individual receipts are needed for your records, please make photocopies before returning the terminals. Treasury will send a deposit receipt confirmation via email once the deposit has been completed.

Banner Fund and Account or Detail Code to Credit:

Terminal pick up and drop off is located at the Wool Center (3545 Lindell Blvd), 3rd Floor. The 3rd Floor is a secure floor that requires badge access. Please take the elevator to the 3rd floor and call Katelyn Zobrist at 977-2221 for pick up or drop off.

Date of Pick Up:	Date of Drop Off:
Time of Pick Up	Time of Drop Off:

Loaner terminals are to be returned in original condition by the date and time selected. 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. If there is a technical issue with the terminals, contact 1-800-430-7161 for Bank of America Merchant Services Customer Support Help Desk. Anyone that handles credit card data on behalf of the University must complete the University's PCI Security Training and read the [University's Merchant Processing Policies and Procedures](#). Please see the [Credit Card Security Training page](#) on the Treasury & Investments website.

By signing below, I agree that I have read the University's Merchant Processing Policies and Procedures and agree with the terms and conditions of this request form.

Signature:	Date:
Department Head Signature:	Date:
Treasurer's Office Signature:	Date:

Email this completed form to merchantservices@slu.edu. You will receive a confirmation email within 1 business day. If you have any questions, please contact Maggie Greene at 314-977-7073.