



SECTION 1: BUSINESS PROFILE

Dept. Name:
Contact Name:
Desired merchant name: DU
Physical Location Address & Dept. #:
Information as you want it to appear to the customer
Phone #:
City, State, Zip:

SECTION 2: BUSINESS PROFILE AND ASSUMPTIONS

Briefly describe the nature of the business:
Credit Card Sales Forecasted:
Annual Volume of Transactions:
Monthly Volume of Transactions:
Average Ticket Value:
Merchant credit card acceptance method(s):
 Retail (card present)
 E-commerce (web)

SECTION 3: MERCHANT EQUIPMENT AND PAYMENT GATEWAY INFORMATION

Please choose from the following options for which payment acceptance method would best suit your department’s needs and budget.

Retail/IP credit card terminal options:

Terminal: FD130	Purchase Price: \$425 Rental Price: \$59.99/mo
Mobile Terminal: FD410	Purchase Price: \$700 Rental Price: \$69.99/mo One-Time Set-Up Fee: \$25 Monthly Service Fee: \$15/mo
Tablet POS: Clover (internet connection required)	Station: \$800 (includes software, tablet station, receipt printer) Monthly Service Fee \$49

E-commerce (Web) Payments:

Authorize.net: <https://account.authorize.net/>
Please include department website address:
Department web developer name:

Other: *Please Provide Justification for Other Equipment/Gateway Choice*

SECTION 4: ACCOUNT INFORMATION AND REQUIRED SIGNATURES

By signing this application, the department agrees to follow University procedures outlined in [Policy No. 2.30.070: Credit Card Data Security Policy](#). A University merchant is not allowed to apply a surcharge to a credit card payment transaction. Treasury reserves the right to suspend merchant accounts if guidelines are not followed. Contact Treasury at 303.871.3741 for more information.

Dept. Head/Date:

Budget Officer/Date:

Controller’s Office Signature/Date: