

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	<input type="checkbox"/>	Purchase Price: \$425 Rental Price: \$59.99/mo
Mobile Terminal: FD410	<input type="checkbox"/>	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)	<input type="checkbox"/>	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: signature
mm/dd/yyyy
 Budget Officer/Date: signature
mm/dd/yyyy
 Controller's Office Signature/Date: signature
mm/dd/yyyy