

University of Washington
Request to Accept Credit Cards

1. Describe the type of transactions/sale for which you would be accepting VISA/MC and the benefits you expect from using credit cards.

2. Estimate the number of transactions and total \$ volume of credit cards, either monthly or annually. Indicate if you expect seasonal or other variances from month to month.

3. List your department name, location, box number, and contact name, phone #, fax and email.

4. Provide the budget name and number(s) to which revenue will be credited on the CT that you prepare and to which the monthly discount and equipment rental fee and any charge backs will be charged.

5. Indicate how you will process credit cards: Via the web, software package or credit card terminal.

6. Give a brief description of internal controls and procedures your department has for processing charges and preparing cash transmittals.

Return to:
Sandie Rosko
Box 355870