

Procedure/Process Title:	Accepting Credit Cards on Campus.		
Summary:	<p>The University of Washington accepts the use of credit cards by campus units to assist in the expansion of their customer base for products and services. The acceptance of credit cards simplifies the payment process and offers fraud protection. There are multiple ways for departments to accept credit cards depending on volume, frequency, and departmental needs:</p> <ul style="list-style-type: none"> (a) purchasing or renting a credit card terminal for processing by the department - there is a minimum dollar amount and frequency required (b) using a 3rd party software package designed to meet department needs 		
Updated:	5/6/2008		
Contact information:			
Department:	Student Fiscal Services		
Email Address:	sfshelp@u.washington.edu	Telephone:	206-543-4694

• Departmental Responsibility

Any use of credit cards must be coordinated with the Merchant Card Contract [administrator](#).

Web-based card applications must meet the security requirements set by VisaNet and the University for storing and transmitting data. Departments must demonstrate to the Merchant Card Administrator that other proposed vendors meet these requirements for storing and transmitting data.

Process for Getting Started

The first step is to determine the needs of your department with regard to credit card payments.

If you want to process credit card transactions in your department either through a terminal or online system, fill out the [Request to Accept Credit Cards](#) online, then print out the form and return it to the address provided. Independent arrangements with card processors are not allowed. Upon the return of the agreement, the administrator of the contract will review the information and contact the department to discuss options available based on volume, expense and frequency of need.

• Cards Accepted

Visa and MasterCard are accepted. American Express is also accepted if there is a special need.