

Merchant Account Setup Form

Project Section			
Project Name:			
Project Address:			
Website URL:		Project Email Address:	
Description of Product or Service:			
FOAP Section			
Fund:		Org:	Account:
Contact Person Section			
PI Name:		Phone #:	E-Mail Address:
Contact Name:		Phone #:	E-Mail Address:
Grant Specialist Name:		Phone #:	E-Mail Address:
Card Acceptance Information Section			
Average Sale Amount:		Card Present (Swiped) %:	
High Sale Amount:		Card Not Present %:	
Total Monthly Sales:		Internet %:	
# of Transactions per Month:		Mail Order %:	
Equipment Needed:	Credit Card Terminal	PIN Pad	None
		Telephone Order %:	
Special Instruction/Notes			
FOR FOUNDATION USE ONLY			
Elavon Assigned Merchant ID:			
Foundation Approving Officer Name:		Foundation Approving Officer Signature:	
Signatures			
Principal Investigator Name:		Principal Investigator Signature:	
Grant Specialist Name:		Grant Specialist Signature:	

By signing this form, you are agreeing to have a merchant account set up under your project name. The project must comply with the SDSURF Credit Card Processing Security Policy found on the SDSURF website. These procedures include, but are not limited to, the following requirements: Annually, the PI or Project Director must demonstrate Payment Card Industry Data Security Standards (PCI DSS) compliance by completing the appropriate PCI DSS SAQ. All employees who are involved in the credit card process will need to complete annual PCI compliance training. Cash Receipts should be emailed to the SDSURF Cashier (sdsurfcashier@sdsu.edu) no later than the second business day of the following month. The project is responsible for all fees associated with use of a merchant account including but not limited to equipment fees, supply costs, processing fees, dedicated phone lines, and all costs related to maintaining PCI-DSS compliance. Please contact Deanna Vaughn (619-594-3056, dmvaughn@sdsu.edu) with any questions.