USF Controller's Office
Credit Card Account for Collection of Fees

Philosophy:

In accordance with effective internal control procedures, established accounting processes, as well as University regulations this business practice is the standard for requesting the establishment of a credit card account for the collection of fees.

Procedure:

The University of South Florida accepts Master Card, Visa, Discover, and American Express in payment for goods and services provided by the University. If the applicable department has an approved EBA (Educational Business Activity) form authorizing them to collect cash (see EBA procedures), then the department is eligible to establish a credit card account. The Accountable Officer can then proceed with the steps below.

1. The department will send an e-mail request to General Accounting to establish a credit card merchant number to accept credit card sales. (See contact person below)

2. The request must have the following information:
    A. Merchant Name: Ex. USF name of the department
    B. Please inform us of which credit cards you would like to accept (Visa, Master Card, Discover and American Express)
    C. Accountable officer or person in charge of reconciling the merchant
    D. Phone number, fax number of the accountable officer
    E. Address to use for the location of the merchant
    F. Email address and mail point in the university campus mail
    G. Merchant fees chart field to be used
    H. Revenue chart field to be used for the deposits (if in touch net)
    I. Also fill in the user information part on the Clientline setup form to request access to view the merchant statements online.

3. The General Accounting department will forward the form to our merchant service provider. The merchant service provider will contact the General Accounting to determine the type of machines/on-line access is needed.

4. The department will need to establish a phone line(s) to be used for data transmission. (Only if credit card machine are required). If on-line (Touch Net) is required, General Accounting will contact IT for the setup of the account once General Accounting receives the new merchant number from the credit card administrator. Note: IT will generate an internal bill for the Touch Net setup.)

5. The merchant services administrator will assign a unique merchant ID number to the department and will include this number with the equipment (if it applies). Once the transmission equipment is received, the department will work with General Accounting to facilitate connecting the device to the phone line or Touch Net service setup.

6. The department will need to review the on-line business procedures for instructions on how to process credit card deposits.

7. The department's contact person will notify General Accounting if at any point along the process there is a problem or question. The department will be contacted to resolve any charge backs debited on the bank statement.

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8. The department will be responsible for the review of their monthly merchant statements.

10. All individuals who work with credit card accounts at USF are required to attend PCI Compliance training and successfully complete certification in this area. PCI training and certification can be found at UCO Training .

Contact:

Please direct questions to Noemi Merced at 974-4914; UCO General Accounting.