

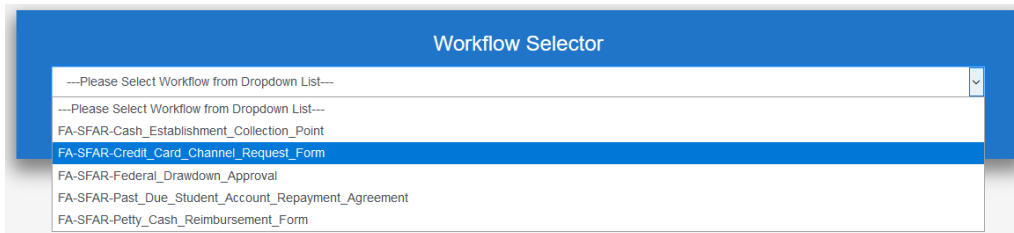
HOW TO COMPLETE CREDIT/DEBIT CHANNEL REQUEST FORM

1. Review the Credit/Debit Card Acceptance Procedures and click the link to the “Credit/Debit Channel Request” form. This form should be completed by the business unit’s functional contact – someone considered a subject matter expert with the product, software, or third party that is being requested for approval).

Accepting Credit/Debit Cards

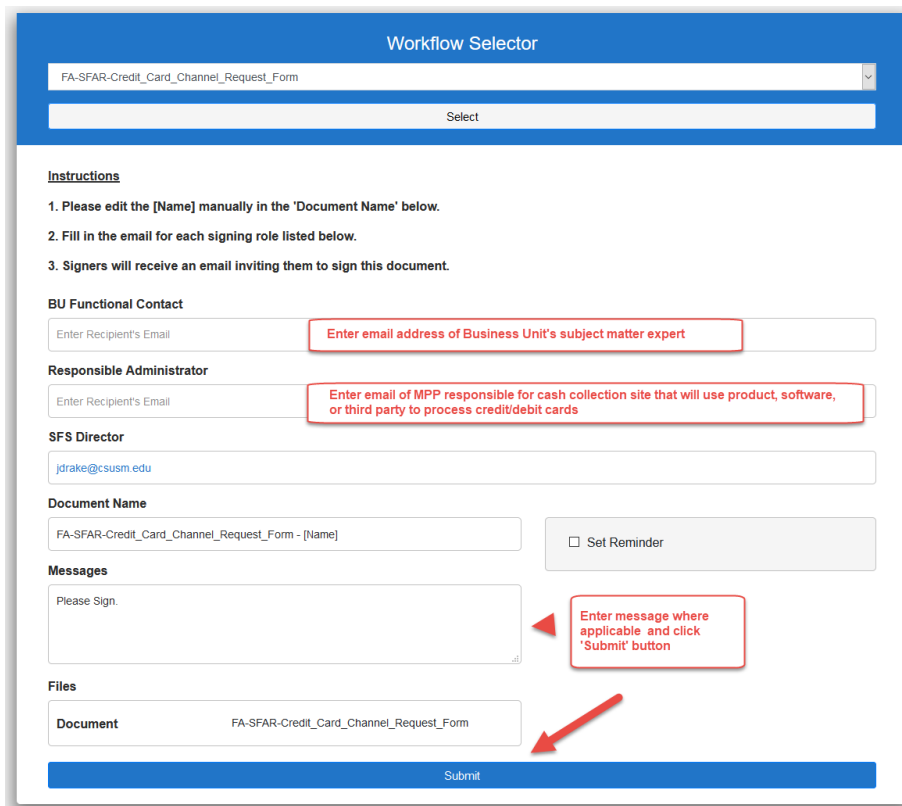
Any department wishing to accept credit/debit cards must first have authorization from the university CFO or their designee to be a cash collection site. To accept credit/debit cards, the university’s CFO or their designee must approve all physical locations, websites, 3rd party processors, or any channel accepting credit/debit card payments by the university. Credit/debit card payments will only be accepted at approved locations using an approved CSU merchant card processor. The CFO or their designee must first approve any change involving credit card acceptance. Department managers wishing to accept credit/debit cards should review the campus [Credit/Debit Card Acceptance Procedures](#) and then complete and submit the [Credit/Debit Channel Request form](#) (Select: FA-SFAR-Credit_Card_Channel_Request_Form).

2. On the next page, select “Credit Card Channel Request Form.”



The screenshot shows a 'Workflow Selector' dropdown menu. The selected option is 'FA-SFAR-Credit_Card_Channel_Request_Form'. Other options include 'FA-SFAR-Cash_Establishment_Collection_Point', 'FA-SFAR-Federal_Drawdown_Approval', 'FA-SFAR-Past_Due_Student_Account_Repayment_Agreement', and 'FA-SFAR-Petty_Cash_Reimbursement_Form'.

3. Add the email addresses for Business Unit Contact and MPP responsible for the cash collection site and click the ‘Submit’ button.



The screenshot shows the 'Credit/Debit Channel Request Form' with the following fields and instructions:

- Workflow Selector:** FA-SFAR-Credit_Card_Channel_Request_Form
- Select:** Select
- Instructions:**
 1. Please edit the [Name] manually in the 'Document Name' below.
 2. Fill in the email for each signing role listed below.
 3. Signers will receive an email inviting them to sign this document.
- BU Functional Contact:** Enter Recipient's Email (Enter email address of Business Unit's subject matter expert)
- Responsible Administrator:** Enter Recipient's Email (Enter email of MPP responsible for cash collection site that will use product, software, or third party to process credit/debit cards)
- SFS Director:** jdrake@csusm.edu
- Document Name:** FA-SFAR-Credit_Card_Channel_Request_Form - [Name] (Set Reminder checkbox)
- Messages:** Please Sign. (Enter message where applicable and click 'Submit' button)
- Files:** Document: FA-SFAR-Credit_Card_Channel_Request_Form
- Submit:** Submit

- The form will route to the Business Unit Functional Contact, then to the responsible MPP, and then to the SFS Director for review. The top portion of the form has general information about the location

REQUESTOR:

Division/Department Name: Financial Aid

Financial Account Location (University, Auxiliary Organization): University - Cougar Central

Merchant ID, If Known:

Business Unit Functional Contact: Sample SME

Title: Technical Specialist

Telephone: 888-555-1212

Responsible Administrator: Sample Manager

Title: Manager, Financial Aid

Telephone:

- The bottom portion of the form will include the description of the product, software, service, or third party being requested for authorization. It will also request the signature of the requestor (business unit functional contact).

DESCRIPTION OF REQUEST

Briefly describe why your business unit is requesting to accept credit cards; what are your customers obtaining with their credit cards and what is your department's role in the payment process:

*

The Responsible Administrator's responsibility is to ensure compliance with the campus guidelines for accepting credit cards. Failure to comply with the university guidelines and requirements of the Payment Card Industry Data Security will risk a department's approval to accept credit card payments. Read the CSU San Marcos Payment Card Industry Data Security Standards compliance requirements and determine the department obligations.

AUTHORIZATION

Business Unit Functional Contact:

Name: Jason Drake

Signature: *

Date: 04/13/2021

- Upon the request being submitted, the form will route to the MPP responsible for the cash collection site, and then to the Director of Student Financial Services for review.

If any questions remain, or any assistance with the form is needed, please contact Student Financial Services at sfs@csusm.edu or 760-750-4490.