

## Point -of-Sale and Internet Sales Approval Form for Departments

Department name:			
Address:			
Contact person:			
Phone number:		Fax number:	
e-mail address:			
Purpose/reason for request:			
Cards accepted:	<input type="checkbox"/> MC/Visa/Discover <input type="checkbox"/> American Express		
Cost Center/WBS element to be charged with monthly fees:			
Estimated dollar amount of monthly activity:			
Estimated dollar amount of yearly activity:			
Avg dollar amount per transaction:			
Name of Point to Point Encryption Solution Provider (if applicable):			
Name of Point to Point Encryption Solution (if applicable):			
Name of 3 <sup>rd</sup> party e-commerce provider/processor (if applicable):			
Responsibilities:	<ul style="list-style-type: none"> <li>• Settle batches timely (daily).</li> <li>• Respond to chargeback/retrieval requests timely.</li> <li>• Reconcile transactions to department ledger(s) and monthly merchant statement</li> <li>• Record transactions timely in IRIS.</li> <li>• Report security breaches immediately.</li> <li>• Document sales policies and procedures and obtain review from UT Audit and Consulting Services.</li> <li>• Secure/protect card number information at all times.</li> <li>• Other responsibilities as defined in University Policy FI0310 and FI0311.</li> <li>• Complete appropriate PCI self-assessment questionnaire and maintain PCI Data Security Standards compliance.</li> <li>• Verified 3rd party e-commerce provider is PCI Data Security Standards certified (if applicable).</li> </ul>		

My signature below certifies that I have read and understand Policy FI0310 and FI0311 and agree to the responsibilities listed above.

Print \_\_\_\_\_ Sign \_\_\_\_\_

Date \_\_\_\_\_

**Contact Person**

Print \_\_\_\_\_ Sign \_\_\_\_\_

Date \_\_\_\_\_

**Department Head**

### Approvals

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

### Position of Authority for Information Technology

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

**Chief Business Officer**

**Return completed form to Justin Holt with the Treasurer's Office at [holt@tennessee.edu](mailto:holt@tennessee.edu)**