

Credit Card Acceptance Questionnaire

To receive approval to accept credit cards, please send an e-mail to LUC-Payments@luc.edu with the following information:

NOTE: The review, approval, and setup process can take 4-6 weeks to complete. Please plan accordingly, as departments involved in this process may not be able to accommodate RUSH requests.

Department Name:

Contact Name:

Email Address:

Reason for accepting credit cards (provide a detailed description):

Which University 10-digit accounting unit and account number will funds be deposited to? Please note that credit card revenue should be deposited in a revenue account.

AU

Account Code

Are these funds remaining at the University/being collected for the benefit of the University?

Yes

No

Is this function collecting any donations or fund-raising for the University or any other company or organization?

Yes

No

What is the start and end date of credit card sales?

Start Date

End Date

Are you accepting any other forms of payment for this function? Please detail.

For POS terminals, please confirm where the terminal will be used and the connection type available (analog or cellular).

Analog

Cellular

For POS terminals, please list ALL users as well as the individual who will be responsible for terminal security before, during & after the event.

For POS terminals, where will the terminal be stored when not in use?

Is this event selling tangible items such as food & beverage, merchandise, or entertainment (tickets to games or other events)? Please note that if meals are included as part of a Loyola conference registration fee, please answer NO. If YES, please indicate:

Yes

No

What is being sold and the price of the item(s)?

Are these items being sold at/above the cost of goods?

Out of the department's budget for the function, what portion of the cost are the guests/students being asked to pay for?

Has Loyola's Illinois sales tax exemption certificate or an Illinois CRT-61 resale certificate been provided to the merchant for the items that will be offered for sale?

Yes

No

NOTE: All sales are subject to review by the Tax & Financial Compliance team. If the sales are deemed to be subject to Illinois sales tax, then you will need to determine if the sales tax will be included in the ticket/merchandise price or covered separately by your department. Please email Alyssa Beneventi (agerdes1@luc.edu) for the appropriate accounting procedures.