

Louisiana State University Office of Accounting Services Bursar Operations 125 Thomas Boyd Hall

CREDIT CARD MERCHANT AGREEMENT AND REQUEST

AS537

Merchant Name (will print on customer's receipt and state 24 character limit on			
Contact Name	name)		
Phone	Fax		E-mail
Person responsible for PCI Compliance & Annual Assessment		Name	
Phone		E-mail	
Person responsible for Account Reconciliation		Name	
Phone		E-mail	
Driving Worktag: Spend Catego		ry: Ledger Account:	
Merchant Address (print full address)		Ship to Address (if different from Merchant Address)	
Business Name		Business Name	
Address		Address	
City, State, Zip		City, State, Zip	
A. Indicate methods to process credit card transactions: ☐ Accepting credit card payments through an Internet website ☐ Using a terminal connected to a data phone lin ☐ Using a terminal connected to a data phone lin ☐ Using Point of Sale software ☐ Using wireless ☐ Using third party software ☐ Using wireless			
 Approximate annual credit ca Services or product you sell? Seasonal Business? ☐ Yes 	ard sales volume: ? □ No □ Jan □ Feb □ Mar	If Yes, indicate month □Apr □ May □ Jun □	Jui Li Aug Li Sept Li Oct Li Nov Li Dec
If using a credit card terminal con1. Indicate number of terminals2. If using an existing terminal,	ordered:	<u> </u>	-
CyberSource): a. Internet b. Service c. Departn 2. If your department is using s b. ISP Name:	ecting the transmission Service Provider (ISF Provider's product nation nent's website address oftware in processing c. Depa	on of credit card data to Name:	to a third party PCI service provider (i.e
established therein. I understand it is of credit card information and to imm	s my responsibility to ediately remedy such	supervise the activity of (PCI) policies to my sta	e responsibilities, policies, and procedures credit card handlers and report any breach iff and perform an annual self-assessment uired annual assessment and system scan
Supervisor's Signature	Print	Name	Date
Department Head's Signature	Print	Name	Date
	FOR ACCOUNTIN	NG SERVICES USE ONL	Y
Processed by		Date	