

Online Credit Card Processing Request Form

Project Section		
Project Name:		
Project Address:		
Website URL:		
FOAP Section		
Fund:	Org:	Account:
Contact Person Section		
PI Name:	Phone #:	E-Mail Address:
Contact Name: * will be included on link	Phone #:	E-Mail Address:
Grant Specialist Name:	Phone #:	E-Mail Address:
Event Description Section		
Name of Event:		
Date of Event:	Enrollment Start Date:	Enrollment End Date:
Is this a one time event? Yes No		
Description of Event: * will be included on link		
Special Instruction/Notes		
FOR FOUNDATION USE ONLY		
Foundation Assigned Link:		
Foundation Approving Officer Name:	Foundation Approving Officer Signature:	
Signatures		
Principal Investigator Name:	Principal Investigator Signature:	
Grant Specialist Name:	Grant Specialist Signature:	

By signing this form, you are agreeing to have a unique link set up for Online credit card processing. The project must comply with the SDSURF Credit Card Processing Security Policy found on the SDSURF website. These procedures include, but are not limited to, the following requirements: Credit card transactions should only be processed Online by the credit card holder. Credit card transactions should **NOT** be taken over the phone. Cash Receipts for transactions received will be posted by Accounting at the end of the month unless specified otherwise. The Project's Foundation fund will be charged a 2.5% fee of the transactions received. For events, a wireless credit card machine is available to borrow from the SDSURF Cashier. Please contact Deanna Vaughn (619-594-3056, dmvaughn@sdsu.edu) with any questions.