

**APPLICATION FOR AUTHORIZATION TO PROCESS  
BANK CARD TRANSACTIONS**

(CHECK ONE)

(ONLINE WEB PAYMENT) COMMERCE MANAGER

CARD SWIPE TERMINAL

Complete this application to request authorization to accept credit card payments. A new merchant number will be requested if this application is approved. A separate merchant ID is specifically required for online transactions. If you are already accepting online payments using Commerce Manager please check the box below. At this time, MSU accepts VISA, MasterCard, Discover & American Express. Please see MSU Business Procedures Manual section #370 for more information. All of the information and signatures must be provided to University Business Services (UBS) for review before approval for acceptance of credit card payments can be extended.

Check here if you are currently using Commerce Manager

Department making the request: \_\_\_\_\_

**\*Will take 3 to 4 weeks setup time\***

Email \_\_\_\_\_ This email address will be used to send daily reports to your department for reconciliation purposes (Commerce Manager). It will be up to the department to reconcile their data with amounts receipted into Banner from the Commerce Manager End of Day reports. Requester please initial here and provide Banner User ID. \_\_\_\_\_

I HAVE READ THE POLICIES GOVERNING THE USE OF CREDIT CARDS AND THE POLICY ON SAFEGUARDING CUSTOMER INFORMATION. I AGREE TO ABIDE BY THEM. IN THE EVENT I FAIL TO FOLLOW ALL PROCEDURES I UNDERSTAND THE ABILITY TO PROCESS BANKCARD TRANSACTIONS MAY BE REVOKED. I HAVE ATTACHED A COPY OF OUR OFFICE PROCEDURES ON PROCESSING AND SECURING THE CREDIT CARD INFORMATION.

Please sign and date below.

Requester : \_\_\_\_\_  
Date

Department  
Head/Dean: \_\_\_\_\_  
Date

**Please note the following before you complete the application for Commerce Manager**

1. The department must have an idea or rough draft of what the website is to look like.
2. The rough draft should be approved by all parties involved.
3. There must be only one point of contact to discuss changes to the website during the development process.
4. There are only 10 fields that can collect responses. Each field is limited to 50 characters.
5. It is the responsibility of the requesting department to link Commerce Manager to their web page.
6. It will take 3 to 4 weeks from the start of the process to completion.

**Please fill this out if you are using your own web page designer**

In house web page design contact person \_\_\_\_\_

IP address \_\_\_\_\_

Web page URL connecting to Commerce Manager \_\_\_\_\_

Redirect URL in TEST \_\_\_\_\_

Return this form to

University Business Services: Tanya Arrington at tanya.arrington@montana.edu

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Acct Manager responsible for credit card payments:

Name \_\_\_\_\_

Department PO Box/Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Activity for which credit card sales are proposed:

**Index and account** to be credited for sales:

Index \_\_\_\_\_ Account \_\_\_\_\_

**Index** to charge merchant fees: \_\_\_\_\_

Active months for activity: \_\_\_\_\_

Avg. transaction amount (\$): \_\_\_\_\_

Est. Monthly volume (\$): \_\_\_\_\_

Do you want to collect a convenience fee? Yes No  
(check one)

If yes? How much? \_\_\_\_\_

Redirect URL in Production \_\_\_\_\_

Purchased software: \_\_\_\_\_

Software vendor technical contact: \_\_\_\_\_  
Name Phone

**University Business Services Use only**

Merchant ID # \_\_\_\_\_

Order Type Name \_\_\_\_\_

Comments \_\_\_\_\_

**Network Security:**

**FINAL APPROVALS: UBS:**

\_\_\_\_\_

**ASG:**

\_\_\_\_\_