Department Credit Card Request
Reference Procedure IT-053

Location: _____ Department: _____

Business Process or Program: _____

Volume of Business
    a. Total dollars currently collected: _____
    b. Total dollars estimated to be collected with credit cards: _____

Number of Transactions
    a. Current transactions: _____
    b. Estimated transactions with credit cards: _____

Transaction Types Requested Through Credit Cards
    a. Web transaction only:_____
    b. Walk-in transactions: _____
    c. Telephone transactions: _____
    d. Mail-In transactions:_____

Current Sales Process – Select One
    a. Current Automated System (name/description): _____
    b. Manual Process: _____

Will you be installing a new system for credit card sales transactions?   Yes   No
      If yes, Please describe: _____
_____
_____
_____

Employees Taking Credit Cards
    a. Number of Employees expected to handle Credit Cards: _____
    b. Name and contact information of employees taking credit cards:

Name	Phone Number	Email Address