



University  
of Windsor

## MERCHANT ID & POINT-OF-SALE (POS) REQUEST FORM

**Purpose of Form:** The Merchant ID and Point-of-Sale (POS) terminals are options for departments to provide their customers additional modes of payments (debit/credit cards, online, etc.). **Please use this form when you wish to request a Merchant ID and POS machine.**

### 1. Requestor Information:

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_

### 2. The Purpose of Inquiry:

> Provide information on why you need the machine?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

> Do you already possess any machines?    Yes     No

### 3. Point-of-Sale Terminal and Payment Processing Online Information:

> There are **two** options in which payments can be processed: Point-of-Sale Terminal or Payment Processing Online. Below are the links where you can find the information about the machines available:

- POS terminal payment: [https://en.chasepaymentech.ca/pos\\_payments.html](https://en.chasepaymentech.ca/pos_payments.html)
- Online payment processing: [https://en.chasepaymentech.ca/online\\_payment\\_processing.html](https://en.chasepaymentech.ca/online_payment_processing.html)

> Please choose the payment processing type and product you want to use:

**POS terminal payment**                      **Please select an item.**

**Online payment processing**              **Please select an item.**

> If the POS terminal payment is selected above, how many machines will you require? \_\_\_\_\_

> Please provide the account in which the monthly equipment and bank fees will be charged:

\_\_\_\_\_

#### 4. Authorization:

Your typed name below indicates your approval of the form and confirms that all information is accurate.

Name: \_\_\_\_\_

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

Department: \_\_\_\_\_

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**Once completed, please submit this form to** Accounts Receivable / Finance Department:

[Dannielle.Quenneville@uwindsor.ca](mailto:Dannielle.Quenneville@uwindsor.ca)

If there are any questions while filling out the form, please contact: Dannielle Quenneville by phone at ext. 2125 or by email at [Dannielle.Quenneville@uwindsor.ca](mailto:Dannielle.Quenneville@uwindsor.ca)

#### FINANCE DEPARTMENT USE ONLY

Approved by: \_\_\_\_\_

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

Comments: \_\_\_\_\_

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