



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
- Online payment processing: 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: _____

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

Gail.Puskas@uwindsor.ca

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

FINANCE DEPARTMENT USE ONLY

Approved by: _____

Date: _____

Comments: _____
