Boston College
PAYMENT CARD PROCESSING REQUEST & AGREEMENT FORM

Questionnaire:

1. What is the name of your university approved program/event/function?  
2. What department is the program/event/function associated with?
3. Briefly describe your program/event/function?
4. Who will be responsible for overseeing this?
5. What is the estimated revenue? $ ___________  Transactions: ________________
6. Will you be accepting payment cards?  Yes  No
7. Does your department have a current website?  Yes  No  If yes, please provide department website URL: ______________________
8. Does your department have someone with experience working with web applications?
   Name: ______________________  Email: ______________________
9. Please provide an estimated date of when you will need the site available:  ________________
   Also, provide event name and date of event: ______________________
10. Funds are deposited into the following revenue chartstrings:

11. How will you be collecting your revenue?  Dues / Fees  Merchandise  Donations  Subscriptions
   Registrations  Other (Please specify)  ______________________

12. Will this information need to be interfaced to any other application other than PeopleSoft Financials?
   Yes  No  If yes, please provide name of application: ______________________

We/I have accurately filled out the information above and have read the Boston College Policy “Accepting Payment Cards for Conducting University Business” and agree to abide by the policy by signing this form:

Approvals:

Primary Contact  ______________________  Date

Data Security Officer (DSO) for the area  ______________________  Date

Dean, or Vice President’s Office  ______________________  Date

Approved by Cash Services?  Yes  No

Signature of Approver in Cash Services  ______________________  Date of Approval