Credit Card Terminal Reservation Form Policies & Procedures

QUESTIONS
- Falcon Exchange can be contacted Monday thru Friday from 10:00 am – 3:00 pm at x7213 or falconexchange@messiah.edu.

POLICIES
- A completed Credit Card Terminal Reservation Form must be submitted to the Falcon Exchange, 243 Eisenhower Campus Center (ECC) no later than 5 business days prior to the event.
    - The Credit Card Reader Reservation Form is available on the Falcon Exchange website – Credit Card Terminal Reservation
- It is the obligation of the organization sponsoring the event to obtain appropriate furniture, extension cords, tape, or any other products necessary to provide a safe environment for customers and the credit card reader equipment.
- The sponsoring organization faculty/staff member is responsible for the credit card reader equipment and all accessories while in possession of the equipment during the rental period.
- There will be a convenience fee of 2.75% deducted from all credit card sales.
- Certain items or goods for sale are required to have sales tax added. Please reach out to Procurement to verify if your sales transactions are privy to sales tax.
- Please note we reserve the right to refuse any Credit Card Reader Reservation and/or to remove the card reader equipment during any event.

ACCOUNTING

- Credit Card purchases made through the Credit Card Reader will be allocated to the account specified on the Credit Card Reader Reservation Form at the beginning of the next month.
- Authorized faculty/staff members may use their Self Service - Finance - Budget Queries access to view the account balance after that time.

EQUIPMENT PICKUP
- Properly completed Credit Card Reader Reservation Forms will be approved at the Falcon Exchange. You may call 717-691-2511 extension 7213 or email falconexchange@messiah.edu if you would like to confirm your reservation.
- The Credit Card Reader equipment box will be picked up at the Falcon Exchange Office on the 2nd Floor ECC room # 243, prior to your scheduled event. The designated pickup person must be a Messiah University Employee and have a valid ID card to sign for the equipment.
- Three days prior to the event, make sure to go to the event location. Contact ITS to verify that the port number and location that will be used for the credit card machine are valid/active as an Ethernet connection. Your ITS contacts are Glen Brubaker (ext. 7335) or Tony Wyland (ext. 2380). **NOTE: If the phone jack/connections is not a dedicated line the credit card machine will not work.** It is your responsibility to locate an operating connection to use the credit card machine.
- **IMPORTANT:** Clearly mark on the Credit Card Reader Reservation form the date of the event, including both the starting and ending times of the event
- The Credit Card Reader contains the following items. You are responsible for their safe return.
    1. Credit Card Loaner Instructions and Log
    2. Credit Card Terminal Rental Policy

3. Credit Card machine (T650`)
4. Ethernet Cable
5. Power cord
6. 6 outlet power strip
7. Extra receipt rolls

EQUIPMENT RETURN (Note: The Credit Card Terminal MUST be returned at the end of each night to Dispatch/Public Safety, 1st Floor ECC, immediately following the event.)

- The designated equipment return person must have a Messiah University ID card and sign the Log.
- Please ensure your box contains the following items. ***Please coil/wrap cords and ensure items are packed in a professional manner.***

1. Credit Card Loaner Instructions and Log
2. Credit Card Terminal Rental Policy
3. Credit Card machine
4. Ethernet Cable
5. Power cord
6. 6 outlet power strip
7. Extra receipt rolls