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### **Philosophy:**

In accordance with effective internal control procedures, established accounting processes, as well as University regulations this business practice is the standard for requesting the establishment of a credit card account for the collection of fees.

### **Procedure:**

The University of South Florida accepts Master Card, Visa, Discover, and American Express in payment for goods and services provided by the University. If the applicable department has an approved EBA (Educational Business Activity) form authorizing them to collect cash (see EBA procedures), then the department is eligible to establish a credit card account. The Accountable Officer can then proceed with the steps below.

1. The department will send an e-mail request to General Accounting to establish a credit card

I. Also fill in the user information part on the [Client Information](#)

\_\_\_\_\_ to request access to view  
the merchant statements online

3. The General Accounting department will forward the form to our merchant service provider. The merchant service provider will contact the General Accounting to determine the type of machines/on-line access is needed.

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8. The department will be responsible for the review of their monthly merchant statements.

10. All individuals who work with credit card accounts at USF are required to attend PCI Compliance training and successfully complete certification in this area. PCI training and certification can be found at [UCO Training](#) .

**Contact:**

Please direct questions to [Noemi Merced](#) at 974-4914; UCO General Accounting.