Departments who want to explore cc account feasibility; process and approvals

Department has need

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Treasury sends merchant application and discusses options

→ **Proceed?**

- **No** → **Options: Eventbrite, Cvent**
- **Yes** → **Treasury meets in person with dept**

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Which Payment Channel?

→ **Online** / **Point of Sale** / **Terminal**

Online → **Authorize.net**

Online → **Third party vendor**

Point of Sale → **Third party vendor** / **Approved vendor; confirm contract language**

Terminal → **First Data EMV**

Third party vendor → **New vendor**

New vendor → **Denver/AMC** — Campus ISA & PSC approval

New vendor → **UCCS** — Campus ISA & PSC approval

Approved vendor; confirm contract language → **UCCS** — Campus ISA & PSC approval

→ **Boulder** — ICT Review Campus ISA & PSC approval

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Request Controller Approval

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ISA and campus Controller approval received

↓

AMEX?

- **No** → **Request Wells Fargo merchant account**
- **Yes** → **Request AMEX entitlement** → **Request Wells Fargo merchant account**

Request Wells Fargo merchant account → **10 day window for MID creation**

→ **Secure e-mail from WFMS w/instructions**

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API instructions ← **Online**

Devices received ← **Point of Sale**

Terminals received ← **Terminal**

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Campus ISA notified that setup is complete; final review of equipment, if needed

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Accounting templates created in PeopleSoft by Treasury

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Run test transactions; run production transactions. Confirm PS posting

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MID setup complete