

BUSINESS OPERATIONS CENTER

UC ANR Credit Card Machine Program – Request Process

The UC ANR Business Operations Center (BOC) loans credit card machines on a short-term basis for payment card acceptance during sales and events. The program includes a daily fee plus the cost of shipping. Credit card machines will be first-come, first-served; the number of machines that BOC will loan out is based on availability at the time of request.

Units requesting credit card machine(s) assume full responsibility for the security of the machine(s) and are required to adhere to the Payment Card Security Controls policy (see [UC Davis Policy 330-35: Credit and Debit Card](#)) and complete the online Payment Card Industry (PCI) Trainings prior to being approved to use requested credit card machines. If a machine is lost, damaged, or stolen, the requesting unit will be responsible for costs associated with replacing the machine(s).

At the conclusion of an event, the requestor will ship the machine(s) back to the Business Operations Center (BOC). BOC staff will review the sales record and charge the requestor the daily fee to the account listed on the request form.

1. Payment Card Industry (PCI) Security Trainings:

All staff and volunteers who will handle the credit card machine(s) are required to complete the online trainings through LMS. Upon completion of the security training, certificate(s) of completion must be emailed to bocsupport@ucanr.edu prior to requesting a credit card machine.

To find the security trainings type the following training titles into the LMS System search bar:

- a. Cash Handling (30 minutes)
- b. Credit Card Handling (30 minutes)
- c. UC Cyber Security Awareness Fundamentals (35 minutes)

2. Submit the Credit Card Machine Request Form

Fill out the form (one request per event) and email it to the Business Operations Center at bocsupport@ucanr.edu at least 10 business days prior to when the machine(s) are needed. The income account can be the same as the account used to pay the daily and shipping fees and to receive sales revenue from events; let us know if you'd like to use different accounts.

3. UC ANR Business Operations Center (BOC) lets requestor know about availability and ships machine(s) to requesting unit. Credit card machine requests are first-come, first-served. If a unit requests more than one machine, BOC will follow up with the requestor about how many machines are currently available.

BOC will ship requested credit card machine(s) to shipping address listed on the form. BOC will ship the machine(s) to the person listed as responsible for them; this person might or might not be different from the person requesting the form.

4. Requestor completes SpotSkim tamper logs at the conclusion of each day of the sale or event. BOC will provide instructions on how to do so.

5. Requestor ships credit card machine(s) back to the Business Operations Center (BOC) on the final day indicated on the Credit Card Machine Request Form. See shipping instructions document. Units must include the journal tape (i.e., sales record) with the original merchant receipts attached. Batteries must be removed from the machines while packaging them to return to BOC.

6. Account Reconciliation: Work with BOC to ensure accurate accounting of funds.