TEXAS STATE UNIVERSITY
The rising STAR of Texas

Wireless Terminal Agreement & PCI Training:

All department staff handling the terminal at any time during the rental period must sign this form. Email to sbs-ecommerce@txstate.edu before your scheduled pick-up date, or bring with you when picking up your terminal.

Department: _____ **Date(s) of Rental:** _____ **to** _____

PCI Training:

- Never leave the terminal unattended. It must be in the possession of a staff member at all times, and not left in a vehicle. When not using the terminal during your event, keep terminal in a secure/out of site location.
- Only those who have signed this form may operate the terminal.
- Swipe or "Dip" all cards. Do not key enter card numbers. ("Dip" refers to chip and pin cards.)
- Obtain a signature for all transactions.
- If the network is unavailable, you may use the store and forward option. Be sure to obtain a signature.
- Do not write down card numbers for later processing. Use the store and forward option on the terminal.
- Call the 24 hr. Help Desk for Store and Forward instructions. 1-888-886-8869. Merchant # is in the box.
- ***Manually settle*** the terminal ***every day*** there are transactions. Settlement does not occur automatically.
- Complete your departmental deposit with the sales slips and settlement report. Turn in when returning the terminal. If you have that terminal for an extended period, deposits ***must*** be made the next business day, following transaction settlements.

Agreement:

By signing below, signers attest to reviewing the PCI DSS Training Instructions above, and that the items below will be followed to maintain confidentiality of all payment card data.

- I will utilize payment card data for Texas State University business purposes only.
- I accept all responsibilities associated with my personal access to any and all customer payment card data information while processing transactions.
- I will ensure that any terminal and all sales slips are kept in a safe and secure manner.

Printed Name	Net ID	Signature	Date