**WESTERN CAROLINA UNIVERSITY**

**REQUEST FOR CREDIT CARD OUTLET AUTHORIZATION**

|  |  |
| --- | --- |
| Requestor Name: | Requestor Title: |
| Department: | Email: |

1. Type of agency business, service, or product for which electronic payments are being requested (for example: book sales, tickets, registration fees, merchandise, etc.):

|  |
| --- |
|  |

1. For this line of business, service, or product, what are the estimated ticket sizes (for example: item price or $ value of transactions)?

|  |  |
| --- | --- |
| Highest ticket size: |  |
| Average ticket size: |  |
| Lowest ticket size |  |

1. Current annual payment means and volumes of this line of business, service, or product:

|  |  |  |  |
| --- | --- | --- | --- |
| Currently Accepted | Payment Means | $ Volume | Transaction Volume (# of Transactions) |
| | |yes | | no | Cash | $ |  |
| | |yes | | no | Checks | $ |  |
| | |yes | | no | Credit Cards | $ |  |
| | |yes | | no | Debit Cards | $ |  |
|  | Others: specify: | $ |  |
|  | TOTAL: | $ |  |

|  |  |
| --- | --- |
| Requestor Signature: | Date. |

 **PLEASE RETURN COMPLETED FORM TO: Western Carolina University**

 **Bursar’s Office**

 **300C HFR Administration Bldg.**

 **Cullowhee, NC 28723**

 **Email: bursar@email.wcu.edu**