



Fiscal Services

POS Loan Reservation Request

Complete and forward to commerce@gmu.edu

Note: To request a point of sale device, you must be an existing Marketplace user with a Marketplace uStore in a live status. You will receive notification within 3 business days on your request status.

Date of Request: _____

uStore Name: _____

Name of event: _____ Event date/time: _____

Purpose of event: _____

Location of expected in-person credit card transactions: _____

Department Contact (Full name): _____

Individuals requesting the role of Marketplace POS Attendant.

1. _____ Mason ID _____

2. _____ Mason ID _____

For Fiscal Services Office Use Only

uStore products have been reviewed and set up for POS Merchant: _____

Payment Gateway enabled for merchant POS payments Staff trained on POS device usage

Transaction tested using POS uStore issued Go Live for POS transactions

Approved by: _____ Date: _____

Attended PCI DSS Training or training Video viewed by all requested POS attendants

All users have signed the Payment Card Control and Security Procedures for Card Holder Data form

Date: _____ Signature _____