



# The University of Georgia

## BURSAR'S OFFICE UGA Merchant Credit/Debit Card Processing Request for Exception

If you are a UGA merchant and unable to comply with the current policies and procedures for credit/debit card processing, please submit a request answering the questions below and attach to this document. Request can be emailed to [bursar@uga.edu](mailto:bursar@uga.edu) or mailed to the Bursar's Office, Rm 105, 424 E. Broad Street, Athens, Ga 30602. Requests will be reviewed and a response will be made within thirty days from the time of the request being received. Requests to be granted exception to the approved policy and procedures will need to be made on an annual basis unless otherwise stated. If you have any questions, please contact the Bursar's Office Manager at 706-542-1625.

Please complete the Requestor Information below:

<b>Date:</b>			
<i>Please provide contact information for the following applicable persons in your area:</i>			
	<b>Business Point of Contact</b>	<b>Dean/Director/Depart Head</b>	<b>IT point of Contact</b>
<b>Department:</b>			
<b>Name:</b>			
<b>Title:</b>			
<b>Merchant #:</b>			
<b>Method of Credit/Debit Card Processing:</b> (ex. point of sale, e-Commerce (specify gateway), etc.):			
<b>Method Orders are Received</b> (ex. face to face, fax, mail, telephone, online):			
<b>Goods/Services Paid by Credit/Debit Card:</b>			

Please attach this document to your request, ensuring the questions below have been answered. All contact persons listed above should sign off on this request.

1. Please indicate the sections of the current policy and procedures that you are unable to comply with and explain why you are not able to comply.
2. Please describe measures that are being taken to become in compliance and indicate a reasonable timeframe you can become in compliance.

### APPROVAL SECTION *Please do not complete section below.*

Request Received:
Request Reviewed:
Approved/Denied:
Expiration Date of Exception Granted: