



# South Carolina

Bursar's Office Date Stamp

## The University of South Carolina Bursar's Office

### *Application for UStore/UPay in the USC TouchNet Mall*

Please email completed forms to: [Jacobsd@mailbox.sc.edu](mailto:Jacobsd@mailbox.sc.edu) or [Marketplace@mailbox.sc.edu](mailto:Marketplace@mailbox.sc.edu)  
**\*\*\*\*\*Please send original to 1244 Blossom Street, Suite 128\*\*\*\*\***

Attention:  
USC Bursar's Office  
Deon Jacobs

Department Name: \_\_\_\_\_

Business Manager Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department Contact (if different from above): \_\_\_\_\_

Position or Title of Contact: \_\_\_\_\_

Store Name: \_\_\_\_\_

Store Display Name: \_\_\_\_\_

Which Marketplace type: UStore \_\_\_\_\_ UPay \_\_\_\_\_

\*\*The Name of the TouchNet Ready Partner/Payment Partner Link you would like to implement if a UPay site.

\_\_\_\_\_

Estimated Activity or volume: \_\_\_\_\_

Desired go-live date: \_\_\_\_\_

NOTE: Start early the process can take up to 60 days to setup.

- I want to build an online store.

- Identify your Department or College: \_\_\_\_\_
- I want to attach to an existing Marketplace Department or College:  
Department or College \_\_\_\_\_  
Department or College Merchant Manager \_\_\_\_\_

Please describe in detail your business proposal. Please make sure to include information such as: What are you planning to sell? What is the purpose of the products and/or services? Will items require shipping?

**This Agreement and Application covers, the use of University of South Carolina and TouchNet systems supporting online credit card transactions. Please read the following user agreement and sign below.**

Each Department or College in the USC TouchNet Mall will have the ability to create multiple uStores and uPay sites. Please be aware that if you are approved for a USC Store or USC uPay site you will be required to monitor and manage those stores. If the Department or College is requesting a Store or uPay site in the USC TouchNet Mall, and you already have a USC Store, you may be required to re-build your store under the guidance of the University Bursar.

**FEES**

The card brands (Visa, MasterCard, Discover and American Express) charge a fee for using their payment networks. There is a 2.5% fee assessed for each payment made through the system, we recommend passing this cost over to the customer on each transaction for credit card. Once a month this expense is charged to a GL account of your choosing. You will receive a receipt or a notification for the amount charged to your GL account. Electronic checks are available to be setup as payment and do not incur any additional fees.

- University of South Carolina also incurs an expense for utilizing the e-commerce system currently operated and maintained by TouchNet.
- You acknowledge that fees are NOT automatically added to the amount of any transaction. It is your responsibility to incorporate the cost of doing business in the price of your goods and maintain sufficient funds in your GL billing account.
- Credit card chargebacks can also occur against your account. Chargebacks are credit card transactions that your customer has disputed with his credit card company and subsequently has requested a refund from the company.
- You may be required to setup a Merchant Identification for your UPay or UStore site based on volume.
- All direct customer communication is the responsibility of the Department.

The Department and each authorized employee is required to follow the University's PCI policy, undergo training and agree to the following:

### **SECURITY**

- Access is granted through user ID and password security system.
- Do not share user ID or password.
- User must change password received upon initial login.
- Log out of database if computer is to be unattended by the authorized user.
- Do not share confidential information about a customer (i.e. address, phone, etc.)
- Do not enter a customer's credit card number into your web store on their behalf or write down or record a customer's credit card information.
- Please verify all totals before finalizing the transaction or submitting any refund.
- Do not attempt to refund more than the original amount of the transaction.
- Do not allow unauthorized users to process refunds with authorized user's login.
- To provide appropriate oversight on the transaction, refunds must not be processed by the same person that processed the order.
- For issues related to passwords, please contact the Bursar's Office. If an authorized user changes employment or job responsibilities, the Bursar's Office must be notified immediately.
- If a security violation occurs, your access may be restricted.

### **EXISTING EQUIPMENT/SYSTEM INFORMATION**

As a matter of policy, all existing POS equipment must be identified to the University Bursar at the time of application:

Is there currently Point of Sale equipment located in your Department or College?  Yes  No

Is there currently an online credit card system?  Yes  No

If you have identified equipment, what merchant number has been assigned to this equipment and/or system. \_\_\_\_\_

## DEPARTMENT AND FUND INFORMATION FOR MARKETPLACE USAGE

Each Marketplace site must have a Banner Detail Code for the account to which payment transactions are posted.

**Contact the Budget Office if needing a new account setup.  
Please provide accounting information for:**

**Revenue:**

Department: \_\_\_\_\_  
Fund: \_\_\_\_\_  
Operating Unit: \_\_\_\_\_  
Class: \_\_\_\_\_  
Account: \_\_\_\_\_

**Credit Card Fees:**

Department: \_\_\_\_\_  
Fund: \_\_\_\_\_  
Operating Unit: \_\_\_\_\_  
Class: \_\_\_\_\_  
Account: 54230

### **PCI COMPLIANT REQUIREMENTS**

**(All of the following must be completed before going Live in Marketplace)**

1. Applicant/Department must complete the CampusGuard Portal Training (**One Time**)
  - a. This training is scheduled by the Bursar's Office and held at 1244 Blossom Street.
2. Applicant/Department must complete the Assigned Self-Assessment Questionnaire (SAQ) (**Yearly**)
3. Applicant/Department must complete the Departmental Procedures for PCI (**One Time / As Needed**)
4. Applicant/Department must complete the PCI CampusGuard Training (**Yearly**)

For questions on PCI compliancy please contact Kadonna Lewis ([lewisk14@email.usca.edu](mailto:lewisk14@email.usca.edu)) or Deon Jacobs at [Jacobsd@mailbox.sc.edu](mailto:Jacobsd@mailbox.sc.edu) or [marketplace@mailbox.sc.edu](mailto:marketplace@mailbox.sc.edu)

### **AUTHORIZATON**

I have read and reviewed the information provided in the application. By signing this application for Marketplace I certify that I understand all parts of it and have answered all questions completely and fully. I understand that if the Department of College information provided in this application for Marketplace changes, I will notify the Bursar's Office. In addition, I acknowledge that the eCommerce Marketplace Guidelines and all USC Policies have been reviewed and are accepted.

\_\_\_\_\_  
(Business Manager) (Title) (Date)

\_\_\_\_\_  
(Dean Approval) (Title) (Date)

\_\_\_\_\_  
(University Bursar Approval) (Title) (Date)