

UC ANR Credit Card Machine Program –Request Process and Instructions

The UC ANR Business Operations Center (BOC) loans credit card machines to ANR Units so they can accept payment cards during sales and events. ANR Units pay \$10/day plus the cost of shipping. Credit card machines will be shipped out based on availability at the time of request.

Units requesting credit card machine(s) assume full responsibility for the security of the machine(s) and are required to adhere to the Payment Card Security Controls policy (see [UC Davis Policy 330-35: Credit and Debit Card](#)) and complete the online Payment Card Industry (PCI) Trainings prior to being approved to use requested credit card machines.

If a machine is lost, damaged, or stolen, the requesting unit will be responsible for costs associated with replacing the machine(s).

Device Password: pax9876@@@

Reports Password (while using BlueFin app): today's date (DDMMYYYY)

At the conclusion of an event, the requestor will ship the machine(s) back to the Business Operations Center (BOC) using Overnight Priority Shipping (per policy).

1. Payment Card Industry (PCI) Security Trainings:

All staff and volunteers who will handle the credit card machine(s) are required to complete the online trainings through the UC Learning Management System (LMS). Certificate(s) of completion must be emailed to bocsupport@ucanr.edu prior to requesting a credit card machine.

To find the security trainings type the following training titles into the LMS System search bar:

- a. Cash Handling (30 minutes)
- b. Credit Card Handling (30 minutes)
- c. UC Cyber Security Awareness Fundamentals (35 minutes)

2. Submit the Credit Card Machine Request Form

Fill out the form (one request per event) and email it to the Business Operations Center at bocsupport@ucanr.edu at least 10 business days prior to when the machine(s) are needed. The income account can be the same as the account used to pay the daily and shipping fees and to receive sales revenue from events: let us know if you'd like to use different accounts.

3. UC ANR Business Operations Center (BOC) lets requestor know about availability and ships machine(s) to requesting unit. Credit card machine requests are first-come, first-served. If a unit requests more than one machine, BOC will follow up with the requestor about how many machines are currently available.

BOC will ship requested credit card machine(s) to shipping address listed on the form. BOC will ship the machine(s) to the person listed as responsible for them; this person might or might not be different from the person filling out the request form. We will ship the machine to get to the responsible person one business day before the requested start date. If this is your first time operating a Pax a920 credit card machine, or if this is your first time renting one from BOC, we recommend testing the device a day before the start of the sale to ensure functionality. BOC will assist to troubleshoot if something doesn't work.

Please confirm with BOC when you receive the machine!

4. **Requestor completes SpotSkim tamper logs** before and at the conclusion of each day of the sale or event. SpotSkim Tamper Log instructions are on the BOC ANR Credit Card Machine Program webpage.
5. **Requestor ships credit card machine(s) back to the Business Operations Center (BOC)** on the final day indicated on the Credit Card Machine Request Form. See shipping instructions document. Units must include the journal tape (i.e., sales record) when returning the device. Batteries must be removed from the machines while packaging them to return to BOC.

Please let BOC know when the machine is in the mail on its way back to us, and provide the tracking number.

6. **Account Reconciliation:** Work with BOC to ensure accurate accounting of funds. BOC staff will review the sales record and charge the requestor the daily fee to the account listed on the request form. BOC will reconcile the journal tapes (end-of-day batched report of sales transactions printed from the credit card machine), then once we get the voucher from UC Davis, we'll move your sales income into your specified account.

INSTRUCTIONS FOR DURING THE SALE

Contact in case of emergency: Su-Lin Shum 530-240-7147

See Training Slides Here: <https://ucanr.edu/sites/anrstaff/files/389365.pdf>