

**Department Credit Card Authorization Form
California State University, Bakersfield**

If there is a compelling need for a University department or program to collect funds by credit card at the department office or other location, rather than directing the customer to Cashiering, approval to perform this activity must be obtained by contacting the Vice President Business & Administrative Services/CFO, designee or University Cashier. Please provide a written statement as to why the collection of these funds by credit card is needed and agree to the terms for accepting credit card payments below. The form must be signed by the Sponsor (faculty member or manager [MPP] of a college or department) and the appropriate Dean, or Program Center Administrator. Please note that no funds should be collected until you have received notification from the University Cashier that your department is approved.

Statement of why collection of funds by credit card is needed:

{Type your statement of why collection of funds by credit card is needed}

It is the responsibility of the Sponsor to ensure compliance with the campus guidelines for accepting credit cards. Failure to comply with the university guidelines and requirements of the Payment Card Industry Data Security Standard will risk a department's approval to accept credit card payments and may result in removal of authorization.

If the Sponsor is no longer able or available to ensure compliance with the guidelines and requirements for accepting credit cards, a new Department Credit Card Authorization form must be submitted immediately with a new Sponsor. Failure to do so will risk a department's approval to accept credit card payments and may result in the removal of authorization.

Department Name:

Sponsor Name/Email Address:

Sponsor Signature/Date _____

Dean or Program Center Administrator Name/Email Address:

Dean/Program Center Administrator Signature/Date _____

Return to: University Controller @ADM109

Phone:(661)654-2251

Vice President Business & Administrative Services/CFO, University Controller, or Designee

Approval/Date _____

Revised: 08/16/2017