

Mobile Credit Card Terminal Rental

A wireless credit card terminal can be rented from the Controller's Office for NCSU affiliated events. The funds for this event will be transferred to the designated project. To rent the terminal you must do the following:

Before the Event

1. Complete the [rental agreement](#) with all signatures, the project number and the account number.
2. Submit the form to the Controller's Office email at merchantservices@ncsu.edu.
3. Submit backup documentation if using a ledger 6 project (brochure, event description, etc). Failure to provide backup documents will delay approval.
4. Reserve the credit card terminal by calling the Controller's Office (919) 513-4464.
5. All personnel who will be operating the terminal must complete NCSU Credit Card Security Training.

Day(s) of the Event

If your reserved day is on a weekend, you must pick up the terminal on Friday before 3:00 PM. Otherwise pick up the terminal on the reserved day and time. Instructions are as follows:

1. Pick up the credit card terminal from the Controller's Office. The terminal will be in a bag along with instructions for use.
2. Proceed with your event using the mobile credit card terminal.
3. If your event lasts for more than one day, and you are keeping the terminal overnight, it must be kept in a secure and locked location.
4. After all transactions have been entered, each day close out the batch and keep a copy of the settlement. Instructions for this are included in the bag with the terminal.
5. If you do not close out the batch, the bank will not process the payments. No transactions will be recognized, because all of the information is still stored on the terminal. **You must batch out the terminal for you to get your money.**
6. If you have the terminal for multiple days, you must run the batch settlement at the end of each day and put each batch in different envelopes.

After the Event

1. Be courteous of others using the terminal and return the terminal in a timely manner to the Controller's Office.
2. All receipts and a copy of the batch settlement(s) in the provided envelope(s) must be included.
3. Please ensure that everything that was in the bag when you picked it up is returned, including the instructions. Refer to inventory checklist in bag.

The proceeds of the event(s), minus a service fee of 3%, will be deposited in the account within 10 business days after the terminal is returned to the Controller's Office. Any discrepancies must be submitted to the Controller's Office within 5 business days of the deposit date.