

## **NC STATE UNIVERSITY**

### **University Controller's Office Internal Administrative Procedures**

Section: General Accounting  
Function: Cash Management  
Person Responsible: Heidi Kozlowski

**Procedure Number:** GA-CM-MS-06

**Procedure Title:** Disposal of Point-of-Sale Terminals

**History:** March, 2014

#### **Procedures:**

Once a point-of-sale terminal, pin pad or printer is ready to be disposed (i.e., due to equipment replacement or deactivation of merchant account) please complete the following steps:

1. Call SunTrust Merchant Services (STMS) Point-of-Sale (POS) Help Desk at (800) 654-8819 to have the POS terminal cleared of all sensitive data.
2. Complete a [Point-of-Sale Terminal Disposal Form](#).
3. Contact Merchant Services in the Controller's Office to schedule a date and time for the POS terminal to be delivered to Merchant Services to be discarded.
4. Merchant Services will arrange for an authorized company to destroy the terminals.
5. The merchant will receive a copy of their Point-of-Sale Terminal Disposal Form once the terminal is destroyed. The merchant will be charged a \$10 fee per terminal for the disposal.

Internal Administrative Procedures Approved By:

Name of Person	Date
Associate Controller: Heidi Kozlowski	April, 2014
University Controller:	