



# Marketplace Agreement

To be submitted with the Credit Card Security Agreement

This request is valid for one (1) year. The Recognized Student Organization (RSO) may forfeit the opportunity to accept credit card payments if they have not upheld the integrity or security of processing credit card information or have been found to be out of compliance with University and/or Student rules and regulations. The ability to process credit card receipts may be suspended if the RSO loses recognition, is placed on restriction, or is under suspension. SOFC Merchant Account processing is granted at the sole discretion of the SOFC.

Student Organization Name	Account Number—Sub Account	Date
_____	_____	_____

By signing this document you are authorizing the listed Student Organization to pay the SOFC for the following fees:  
 3% of all Marketplace sales  
 \$0.40 per Marketplace transaction  
 All chargeback fees associated with organization transactions

*You are prohibited from billing consumers a fee for using a credit card. This is considered **surcharging**. The prohibition on surcharging ensures that credit card holders are not discriminated against at the point of sale. However, discounts on cash purchases are permitted. For example: a t-shirt may cost \$22, and then the RSO may offer an in-person discount of \$2, which will reduce the payment to \$20. The RSO will advertise the t-shirt cost at \$22 and offer a cash discount of \$2 to those who are paying by cash or check. This must be stated in the product description on Marketplace.*

_____	_____
<b>Student Organization Treasurer Signature</b>	<b>Student Organization Advisor Signature</b>

Items that may be processed through this system: Dues (0418), Merchandise (0503), Registration Fees (0486), Donations (0297).

All State of Texas Sales Tax laws apply, as specified in House Bill 596 from the 74th Regular Session. For assistance in interpreting this information, contact the State of Texas Comptroller Waco Field Enforcement Office, (254) 752-3147. RSOs using the SOFC Merchant Account are solely responsible for record keeping and subsequent sales and use taxes.

The RSO is solely responsible for Storefront content and any requirements set forth by the Department of Student Activities Concessions Permit process (<http://studentactivities.tamu.edu/concessions>.) Failure to comply could result in a suspension of your RSO and SOFC Merchant Account use.

## User Roles and Access

<b>Store Manager</b>	<b>Store Clerk</b>	<b>Store Contact</b>	<b>Store Accountant</b>
Create Products Fulfill Orders Generate Reports Change Store	Create Products Fulfill Orders  <i>(not a required role)</i>	Create Products Fulfill Orders  <i>(not a required role)</i>	Create Products Fulfill Orders Generate Reports

\*The Store Manager and Store Accountant must be two different people.

	First & Last Name	Email
<b>* Store Manager</b>	_____	_____
Store Clerk	_____	_____
Store Contact	_____	_____
<b>* Store Accountant</b>	_____	_____

\* required and must be two different people

### SOFC Internal Use Only:

- |  |  |
|--|--|
| <input type="checkbox"/> Emailed training on _____         | <input type="checkbox"/> Put data in Excel         |
| <input type="checkbox"/> All users have completed training | <input type="checkbox"/> Emailed login information |
| <input type="checkbox"/> Removed old users                 | <input type="checkbox"/> Scan into O drive         |



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Paying by credit or debit card (payment cards) has become the most popular way for consumers to make payments. Unfortunately, criminals know this as well and payment card theft and fraud is a serious, international problem. To combat this problem, the payment card industry collaborated on a security standard intended to make it much more difficult for criminals to steal many card numbers at once. This standard became the Payment Card Industry (PCI) Data Security Standard (DSS). In the event of theft of payment card data, the first thing investigators want to know is whether or not the merchant was fully following the PCI-DSS.

Part of the terms of use for SOFC's merchant account is your compliance with the PCI-DSS. Much of the PCI-DSS focuses on ways to protect payment card information on computers and networks.

**All individuals with access to Marketplace are responsible for following the guidelines below.**

- Marketplace access is granted through a user id and password unique to each individual.
- Do not share your user id or password.
- User must change password received upon initial login.
- Log out of the database if the computer is to be unattended by the authorized user.
- Do not share confidential information about a customer (i.e. address, phone, card information, etc.).
- If an authorized user is no longer a part of the student organization, please notify the Marketplace Graduate Assistant immediately at sofpga@stuact.tamu.edu.
- DO NOT take any Marketplace Payments on personal computers, smart phones, tablets, etc. Do not accept card information by email, text messaging, etc. Only the cardholder should make a purchase on Marketplace on their own device.

(For example: If you are selling t-shirts on Marketplace but want to set up a booth at your event, you cannot have a computer, phone, tablet, at the table for customers to come up and make the purchase on Marketplace. If the customer desires to pay on Marketplace, they may choose to do so on their own personal device at their own risk, but the student organization may never have a computer, phone, tablet out for customers to use to make a purchase on Marketplace.)

- If you do want to have a way to take customer payments in person, you should inquire about reserving a Credit Card Terminal from the SOFC. Reservations can be made by either phone 979-845-1114 or in person. It is in your best interest to contact the SOFC as early as possible to reserve the equipment and confirm that it is available.

*By signing this document you are agreeing that the members of your student organization will comply with the listed credit card security guidelines.*

Student Organization Name	Account Number—Sub Account	Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><b>Student Organization Treasurer Signature</b></p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p><b>Student Organization Advisor Signature</b></p>	