



Credit Card Terminal Checkout Request

Please submit request **TWO** weeks before your event date.

Name of Event:

What services or products are being sold?

Note: If any products are sold, *Sales Tax is due to Sales Tax GL Account 10-70701-200804.

Dates needed:

Credit account #:

Individual Responsible:

Department name:

Check to ensure the following items are included:

Patron Upon Check Out:

- ☐ Credit Card Terminal
- ☐ Adapter
- ☐ Receipt Book
- ☐ Cash Box
- ☐ Credit Card Tapes

Bursar's Office Upon Check In:

- ☐ Serial # _____
- ☐
- ☐
- ☐
- ☐

***Sales Tax Guidelines:**

Sales Tax applies regardless of whether the items you are selling are new, used, donated, or homemade. You have two options when selling products at APU. You may: A) Charge the Sales Tax to the customer at the time of sale, OR B) Back the Sales Tax out of the total sales once sales have been finalized. If you select Option B, you must post a sign that the general public can see saying "ALL PRICES OF TAXABLE ITEMS INCLUDE SALES TAX COMPUTED TO THE NEAREST CENT."

You MUST select A or B, as it's the law in CA to pay Sales Tax on ALL product sales and the University is NOT exempt from this law.

Calculation examples:

A) Tax added: Total selling price is \$10.95 (Product price: $\$10.00 \times .095 = \0.95 tax to Sales Tax GL 10-70701-200804 and \$10.00 to your income GL)

B) Tax included: Total selling price is \$10.00 (Product price: $\$10.00 / 1.095 = \9.13 to your income GL and \$0.87 tax to Sales Tax GL 10-70701-200804)

I assume full responsibility for the credit card terminal and the indicated accessories during the check-out, any damage which occurs to the terminal, and for the loss or theft of the terminal during this period is my full responsibility as well. I understand that the equipment is due back on the times indicated below.

*I also understand the Sales Tax guidelines and will make the appropriate deposit to the Sales Tax GL for all products that were sold. **I will use the correct sales tax rate for Azusa found in the Bursar's Office website.**

_____(Date)

_____(Time)

Requestor (please print)

Authorize Approver's Signature

Department

Bursar's Office Initials - Return Inspection

Bursar's Office Only:

All parts were returned on time and in good working order:

☐ Yes ☐ No, Please notify Business Office of any problems.

Brief notes: _____
