University of Colorado Denver
Procedures for Online, Third-Party Credit Card Acceptance

I. Policy

These procedures are subject to the campus Credit Card Acceptance policy:
http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/Credit_Cards_20100105.pdf

The policy primarily addresses a UC Denver department becoming the merchant of record for recurring, material credit card sale activity. However accepting credit card payments for one-time events or small operations may best be handled by contracting with a third-party, online vendor who will be the credit card merchant of record who will then in turn pay UC Denver for the proceeds. In such cases, the following applies.

II. Approval Procedure

A. Finance Office. Prior approval by the Controller or Deputy Controller is required. The Finance Office will review the business and accounting practices of the department.

B. ITS Security. If one of the following pre-approved vendors is used and if the entirety of the transaction is hosted by the vendor with no interaction with any University computer, then no IT security review is needed. Any interaction with a University computer will require review and approval by ITS security personnel.

C. Treasurer’s Office. If one of the following pre-approved vendors is used, no further approval is needed from the Treasurer’s office.

III. Approved Vendors

<table>
<thead>
<tr>
<th>RegOnline.com</th>
<th>Acteva.com</th>
<th>123SignUp.com</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offers event registration, registrant management &amp; payment services.</td>
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<tr>
<td>Registration service costs $4 per registrant. Premium service is available.</td>
<td>Registration service costs $0.75 to $4.99 per registrant. Premium service is available.</td>
<td>Registration service costs $1 to $6 per registrant. Premium service is available.</td>
</tr>
<tr>
<td>Payment processing service costs 4.95% of transactions.</td>
<td>Payment processing service costs 3.75% of transactions.</td>
<td>Payment processing service costs 3.5% of transactions.</td>
</tr>
<tr>
<td>Sends check net of fees. Gross-up revenues according to policy §F.2.</td>
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</tbody>
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IV. Online Agreement

Once the foregoing approvals are in place, in accordance with the procurement handbook, the department may accept the online agreement.

V. Payment Method

Some vendors will net the charges for the service against the receipts, in which case a journal entry will be necessary to recognize the cost of the service (see policy §F.2). If the vendor charges for the service separately and if the monthly cost is less than $5,000, then payment for the service may be made by Procurement Card.