

DATE REQUESTED: _____

DATE SET-UP: _____

USU CLIENT WORKSTATION SETUP REQUEST	
User Name	
College Name	
Department Name	
Banner Index for Deposit	
Banner Account Code for Deposit	
E-mail Address for Daily Reports	
Name of Department Contact	
Phone Number of Department Contact	
Banner Index Number for Monthly Access Charge	
Allow Bank Card Transactions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Aggie Express	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Line – Department Name	
Receipt Phone Number	
Receipt UMC	
Reader Building Room	
Reader Jack Number	
Reader Cable Length	

User Name

This should be the name of the web operator. The daily reports will have subtotals by web operator allowing easy control for multiple individuals in each department.

College Name

This should be the college name that your department belongs to.

Department Name

This is the name of the department requesting Bank/PCard service.

Banner Index for Deposit

This is the Banner index that is to be used for the card deposits for this department. Note: There can only be one index for each department. If you are not sure what index should be used contact your accountant in the controller's office.

Banner Account Code for Deposit

This is the Banner account code that is to be used for the card deposits for this department. Note: There can only be one account code for each department. If you are not sure what sub code should be used contact your accountant in the controller's office.

E-mail address for Daily Reports

This is the e-mail address that will receive the daily summary reports.

Name of Department Contact

This is the person that will be your department's contact for any questions or problems with any transactions. You are responsible for maintaining adequate records to backup any charges made by your department.

Phone Number of Department Contact

This is the phone number for your department's contact.

Banner Index Number for Monthly Access Charge

This is the Banner index number or OCC purchasing number that your monthly access charge will be billed to for access to the USU Client Workstation System.

Bank Card Transactions

This flag is used to control the acceptance of bank card transactions. Setting this flag to "No" will only allow OCC or PCard transactions to be processed. If you choose "Yes", your account will receive a monthly for the bank discount rate, through the controller's office.

Aggie Express

This flag is used to control the acceptance of Aggie Express Cards.

Receipt Line – Department Name

This is a 30 character field that is printed on the receipt. First three characters will be USU – Department name will be added after USU.

Receipt Phone Number

This is the full phone number that you want printed on your receipts.

Receipt UMC

This is the UMC that will print on your receipts as the Zip+UMC

Reader Building Room

This is the building name and room number where the card reader will be installed.

Reader Jack Number

This is the number of the telephone/data jack that will be dedicated for the card reader.

Reader Cable Length

This is the length of reader cable required between the wall jack and the card reader. Please allow sufficient length to protect the cable from any strains. Note: All cables should be routed to minimize the danger of being pulled out.