

User Agreement for UNL Payment Card Processing on Mobile Devices

Print Name of Borrower: _____

Name of Department Lending This Device: _____

Mobile Device Make, Model, Serial #: _____

Dates Mobile Device Assigned to Borrower: _____

Initial Each Box

I agree to accept responsibility for the use and control of the Mobile Device being loaned to me to process payment card transactions. Borrowing this device represents confidence I am a qualified and responsible employee entrusted to safeguard University assets and information.

I have read, understand and agree to comply with the University "Cash Handling Policies and Procedures" and the "UNL PCI DSS Requirements for Mobile Devices" policy in effect now and in the future.

I agree to accept responsibility for the accuracy and confidentiality of all data I enter into this device, and I will report any inappropriate business activity to my supervisor and/or the Office of Internal Audit.

I understand my access to this device is to be used only for the purpose agreed to by me and the manager of the device, and I will keep the device secured from all unauthorized access while the device is loaned to me.

I agree to notify my supervisor and/or the Office of Internal Audit if this device is lost, stolen, misused, experiences unauthorized access or is otherwise compromised in any way.

Applicant
Information:

Personnel # _____ Home Department _____

Contact Phone # _____ Email _____

Campus Address and Zip Code _____

Signature _____ Date _____

Approving
Official:

Approver's Signature _____ Printed Name _____

Printed Email _____ Phone _____