

## SOFS Payment Option Quick Guide

	Ncard Reader	Credit Card Machine	Online Marketplace	Cash Box	Venmo, Square, etc.
Who can reserve?	Any member of the RSO				The use of Venmo, Square or other payments collection sites are not allowed. Venmo, Square and other sites violate the University’s PCI compliance regulations. PCI (Payment Card Industry compliance) is the standards that business must follow to ensure that credit card data is secure and protected. Using other payment collection devices or software, other than the options listed, could jeopardize UNL’s ability to offer credit card machines on campus. Venmo and Square also use personal bank accounts to collect money. Having money from dues collected or sales of items go to your personal bank account, makes the revenue your personal tax liability. The SOFS office will not accept money that is collected through payment collections devices or sites, other than those listed.
How to reserve?	Email SOFS@unl.edu with information about when you need it, how long you will be using it, and where your event will be.		Email Michaela, at Mhabe3@unl.edu, with a description of what you are wanting to do. Michaela will setup a meeting with you to discuss your RSOs options.	Email SOFS@unl.edu with information about when you need it, how long you will be using it, and where your event will be.	
Requirements to use:	The Ncard machine needs to be plugged into an internet port on campus to work. Please ensure that you have one that is working before your event.	No additional requirements			
Costs Associated:	1.8% fee charged by the Ncard office	Standard credit card fees (around 2.5%) and a \$5 fee per event.	Standard credit card fees (around 2.5%)	No fees	
Other Information:	RSOs will be charged for any damages caused to the machine.			RSOs will be charged for any damages caused to the cash box.	