

# ANR Credit Card Machine Program

## Business Operations Center

UC ANR Merchant Services

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# What Credit Card Machines Can Do For You

<https://www.forbes.com/advisor/business/software/people-twice-likely-spend-using-card-than-cash/>

## Key Takeaways

A significant 70% of individuals report card payments as their most frequent choice

A notable 76% express a preference for businesses that accept card payments

58% of people said card payments are most likely to make them spend the most money

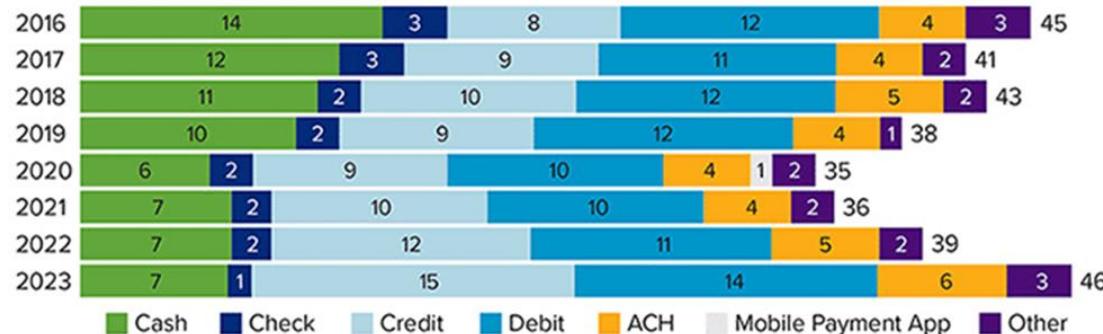
The propensity for impulse buying is doubled when using a card compared to cash

29% of respondents feel a heightened sense of security carrying cards over cash

<https://www.frbservices.org/news/research/2024-findings-from-the-diary-of-consumer-payment-choice>

## Federal Reserve 2024 Diary of Consumer Payment Choice

Figure 1: Average number of total payments



# BOC Credit Card Machine Process

**Currently have 7 terminals for rental**

**Daily costs** \$10/Day, shipping ~\$20 <https://ucanr.edu/sites/anrstaff/files/398209.pdf>

**Submissions** need to be made **at least 2 weeks in Advance especially during the busy Spring season**

**Availability:** generally first-come, first-served

*Note: if a unit requests more than one machine, it will depend on inventory and other requesters*

**Training:** All personnel who will handle the machines will need to take 3 trainings through the UC Davis LMS system

**Ship Out:** BOC ships credit card machine(s) at least 2-3 days before the event

**Onsite Security:** complete SpotSkim Tamper Logs before and after each day of event

**Ship Back:** Requestor ships back credit card machine(s) and journal tape (i.e., sales record) with receipts

**Account Reconciliation:** Work with BOC to ensure accurate accounting of funds

# Credit Card Program Website

## ANR Credit Card Machine Program

The UC ANR Business Operations Center (BOC) loans credit card machines on a short-term basis for payment card acceptance during sales and events. The program includes a \$10 daily fee, plus shipping and transaction costs. Credit card machines will be shipped to ANR units on a first-come, first-served basis based on availability.

### BUSINESS OPERATIONS CENTER | UNIVERSITY OF CALIFORNIA ANR Credit Card Machine Program

1 Complete three required security trainings and upload certificates of completion to provided Box Folder.



2 Submit Credit Card Machine Request Form to BOC (bocsupport@ucanr.edu) with at least 10 business days notice.



3 BOC confirms availability of requested machine(s) and ships machine(s) to requestor.



4 Requesting unit completes SpotSkin tamper logs.



5 Requestor returns machine(s) to BOC.



6 Account Reconciliation: Work with BOC to ensure accurate accounting of funds.



#### Contact BOC with Questions

Email: [bocsupport@ucanr.edu](mailto:bocsupport@ucanr.edu)  
Phone: 530-786-0538

#### Forms, Trainings & Instructions

[Required PCI Security Trainings & Instructions](#)

[Credit Card Machine Program Process & Instructions](#)

[Credit Card Machine Request Form](#)

[Volunteer Guidelines](#)

[SpotSkin Tamper Log Instructions](#)

[Shipping Instructions](#)

[Credit Card Machine Program Presentation Slides](#)

## Business Operations Center Website Resources and Programs

-> ANR Credit Card Machine Program  
(hyperlink coming)

### What You'll Find

- Request form
- Process/Procedures
- Volunteer guidelines
- Information on required PCI trainings

[Business Operations Center - ANR Employees \(ucanr.edu\)](#)

# Training Certificates/Navigating LMS

- Contact directly [BOCsupport@ucanr.edu](mailto:BOCsupport@ucanr.edu)
- We will contact UC Davis team to grant access
- For volunteers it is important to contact us, so that they don't need to take additional mandatory Certification courses for ANR Employees

**Trainings:** ANR Unit staff & volunteers handling credit card machine(s) take PCI\* Trainings via UC Davis LMS system

1. Cash Handling ~ 45 minutes
2. Credit Card Handling ~ 45 minutes
3. UC Cyber Security Awareness Fundamentals ~ 50 minutes

**\*There are questions on each section, they can not be skipped\***

Any problems contact directly [BOCsupport@ucanr.edu](mailto:BOCsupport@ucanr.edu)

\*Payment Card Industry

# Change Fund Request

Request need to be sent [BOCSupport@ucanr.edu](mailto:BOCSupport@ucanr.edu)

**Please send 6 weeks in Advance**

2 forms to fill out

Change Fund Application

Change Fund Closing Agreement at the conclusion

Please fill out first form and send to [\*\*BOCSupport\*\*](mailto:BOCSupport@ucanr.edu)

# PCI Compliance

**PCI Compliance is a directive from UCOP**

## **The reasons for PCI Compliance**

Reduces vulnerabilities in a company's security perimeter

Ensures the safety of all card holders/users across UC ANR, UC Davis and UCOP at large

Makes it easier to detect the first sign of breach

## **Non Compliance**

Monthly penalties

Data Breach

Legal Action

Damaged Reputation

Loss of revenue

# SpotSkim

Download SpotSkim App

Inspect POS Assets

Log into the App

Allow access to camera

Confirm barcode

Submit pictures

Tierra with Tutorial

# Questions

## **Business Operations Center Merchant Services Team**

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## **Business Operations Center Team**

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