



Payment Card Terminal Inspection Log

Payment card terminals should be inspected on a routine basis (i.e. daily or when used) to ensure that they have not been tampered with or altered in any way. Additionally, follow these important guidelines to ensure your terminals remain safe:

1. Check the surface of the terminal, looking for damage or attachments and cables not originally delivered with the device. Pay particular attention to the area where the card is swiped or inserted. Verify the serial number to make sure the terminal has not been substituted with an alternate, unauthorized device.
2. Verify the identity of any third-party persons claiming to be repair or maintenance personnel prior to granting them access to modify or troubleshoot the terminal.
3. Do not install, replace or return payment card terminals without verification.
4. Be aware of suspicious behavior around the terminals.
5. Logs should be reviewed and approved by the Payment Card Manager. Once approved, the logs should be retained for three years.
6. Report suspicious behavior and indications of device tampering or substitution to both:
 - cash.credit.services@ttu.edu or (806) 742-3271
 - security@ttu.edu or (806) 742-0840

Merchant Name:	
Terminal Serial Number:	

Date & Time of Inspection	Name of Person Inspecting Terminal	Inspection Results <i>(Note Suspected Tampering, Substitution, or Suspicious Activity)</i>

