

Wake Forest University

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. 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. Watch to make sure the terminal has not been substituted with an alternate, unauthorized device. Training will occur for visual inspection of the 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 devices.
3. Do not install, replace or return devices without verification.
4. Be aware of suspicious behavior around the terminals.
5. Logs should be reviewed and approved monthly by the merchant's Fiscal Officer or Operations Manager. Once approved, the log must be uploaded to the PCI Portal.
6. Report suspicious behavior and indications of device tampering or substitution to Finance Services and Information Security.

Merchant Name: _____
 Device Serial Number: _____

Reviewer's Signature: _____
 Date of Review: _____

Date & Time of Inspection	Inspection Completed By Print Name	Inspection Completed By Signature	Inspection Results Note if any tampering or suspicious devices were detected
