



**Quick Start Guide**  
**Office of the Treasurer – Payment Card Terminal Disposal**  
**Revised September 2018**

**Payment Card Terminal Disposal**

Merchants will need to purchase terminals that process the new EMV chip payment cards. The chip cards are a more secure method to process card present payments. Existing terminals store restricted institutional data, (payment card numbers from credit or debit cards) and must be destroyed/shredded.

University of Toledo information security control requirements require devices with restricted institutional data to be destroyed or shredded by an approved vendor. Please contact the vendor listed below to properly destroy your old payment card terminal.

Lott Industries - 419-381-5299

If you have any questions, please contact Kim Beaubien, 419-530-6265.

**Contact Information**

Office of the Treasurer

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