

### Tamper Prevention Inspections for Payment Card Terminals

Department:	
Location:	
MDRP:	
MDRP Signature:	
Date:	

These checklists should accompany every POS and Payment Express terminal in use. All terminals should be inspected for tampering weekly by following the items listed below. If any employee has suspect or questions about tampering on a POS register or Payment Express terminal, please contact your MDRP or [helpdesk@rollins.edu](mailto:helpdesk@rollins.edu).

<i>Terminal Description</i>	<i>Terminal</i>
<i>Serial Number of POS</i>	
<i>Location of POS</i>	
<i>Number of Cords connected to POS</i>	
<i>Payment Express Serial Number</i>	
<i>Location of Payment Express</i>	
<i>Number of Cords connected to Payment Express</i>	
<i># of Cameras in Location</i>	

<i>Tampering Checklist</i>	<i>Yes/No</i>
<i>Is the terminal in its usual location?</i>	
<i>Do the serial numbers match those listed above?</i>	
<i>Are there any changes in number of cords?</i>	
<i>Are cords/connectors loose or broken?</i>	
<i>Has any personnel tried to change/tamper the terminal?</i>	
<i>Is the Payment Express connected to the terminal?</i>	
<i>Have any new devices around the terminal?</i>	
<i>Does the terminal have any marks or scratches (especially near seams and display screens)?</i>	
<i>Are there any new cameras in the location?</i>	