

## **CREDIT CARD PROCESSING APPROVAL/AUTHORIZATION**

### **Description:**

Any university area that wants to accept credit card or debit card payments for good/services rendered must be pre-approved in writing by the Director of Business Operations. If a department is considering using any method other than TouchNet Payment Gateway to process credit and debit card transactions, the systems must be verified for appropriate technical controls in accordance with the Payment Card Industry (PCI) Security Standard prior to receiving final approval for electronic credit card processing from the Director of Business Operations.

The PCI Compliance Officer will coordinate the appropriate review and provide a report to the Director of Business Operations for final authorization. Any noncompliant issues will be reported immediately to the Associate VP of Finance.

### **What to do:**

Complete page two of this form, then contact the PCI Compliance Officer, in the Timme Center for Student Services, to schedule the verification process.

### **What the PCI Compliance Officer will do:**

The PCI Compliance Officer will review at a minimum, the following technical controls:

- Cardholder data is protected by a secure network that includes a firewall configured in accordance with the [PCI Data Security Standard](#).
- Encryption techniques are used to transmit data over public networks, in accordance with the [PCI Data Security Standard](#).
- On-site departmental review of how/where data will be stored.

