What are the departmental credit card processing requirements?

Tell Me

All units processing electronic payments are responsible for completing specific merchant requirements.

All electronic payment processing units must:

1. Receive approval for processing from the eCommerce Office (eCO).
2. Have a merchant account or an approved alternate process.
3. Receive approval from the eCO and Information Technology Services (ITS) before entering into contracts or purchases (equipment and software) related to card processing.
4. Take credit card information on an approved secure website, or through an approved 3rd party processor, if processing credit card transactions online.
5. Comply with the PCI DSS and validate compliance to that standard.
6. Meet the University requirement for payment card processing.

Key Resources

- Payment (Credit/Debit) Card Processing Standard
- Payment (Credit/Debit) Card Processing Procedures
- Requirements for Payment Card Processing

Related FAQs

Page: How do I know which eCommerce access to request for a new user?
Page: May I still submit the scanned or hard copy of the “EC-AR - Access Request to Reporting Systems?”
Page: How long does it take for the access request to be granted?
Page: What reports should be submitted with the Payment Book Receipt (“PBR”) for the daily deposit?
Page: When should an eCommerce Access Request eForm be submitted?