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**

- May credit card information be stored in files or documents on my computer?
- When are eCommerce training sessions offered?
- Where do I get the required eCommerce reports to reconcile electronic payments?
- Are there fees associated with processing credit cards?
- Do I have to make a deposit for card transactions that process at the bank?