



University Policy Advisory Committee Policy & Procedure Review

Title:	Title: CWUP 2-70-040 Payment Card Policy
Date Submitted:	4/12/2024
Submitted by (Individual):	Brian Holley
Department:	Security Services
Division:	Information Services and Security
Policy Number:	CWUP 2-70-040
Procedure Number:	CWUR 7-70-040

New Revision

The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes No

(If yes, please attach a spread sheet that provides an analysis of the impact.)

Consultation and Review			
Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.			
Date	No Budget Impact	Date	Budget Impact
	Issue-area stakeholders		Issue-area stakeholders
	Provost's Council		Affected budget authority
	Executive Leadership Team		PBAC
	UPAC		Provost's Council
			Executive Leadership Team
			UPAC

Summary of impact: Briefly explain why this policy or procedure has been created/changed.

This policy has been changed to conform to updated PCI standards.

Summary of policy/procedure:

This policy defines the requirements to adhere to the Payment Card Industry Data Security Standard (PCI DSS).

Itemization of changes (revision documents): brief narrative

The update removes some unneeded language and updates the responsible parties.

Policy impact on equity:

1. What does this policy aim to do?

This policy details the requirements under which university departments may accept credit cards as a form of payment.

A. Who benefits from this policy?

The entire university, including students, faculty, staff and administration.

B. Who is left out of this policy?

No one.

2. What are the basic assumptions of this policy?

That departments will be trained on proper security requirements to accept credit cards..

A. How do these assumptions impact equity?

The ability for a department that is authorized to accept credit cards applies to individuals regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds.

For clarification and consultation, contact Dr. Lucinda.Carnell, Interim Vice President of Diversity, Equity, and Inclusion at Lucinda.Carnell@cwu.edu

CWUP 2-70-040 Payment Card Policy

Reference: CWUR 7-70-020 Payment Card Procedures

(1) Policy

It is the policy of the University to allow acceptance of payment cards as a form of payment for goods and services upon written approval from the ~~Director of Financial Services~~ financial systems functional manager. The University requires all Merchants that accept payment cards to do so only in compliance with the Payment Card Industry Data Security Standard (PCI DSS) and in accordance with the requirements outlined in this policy document and accompanying procedure.

The PCI DSS is a mandated set of requirements agreed upon by the five major credit card companies. These security requirements apply to all transactions surrounding payment cards and the merchants/organizations that accept these cards as forms of payment.

This policy and CWUR 7-70-020 Payment Card Procedure provides the requirements for processing, transmission, storage and disposal of cardholder data. This is to reduce the institutional risk associated with the administration of credit card payments by ~~University~~ university departments to ensure proper internal controls and compliance with the PCI DSS.

(2) Scope

This policy applies to all University entities involved in payment card processing as well as all other external or internal agencies that store, process or transmits cardholder data ~~and/or sensitive authentication data~~ on behalf of the University.

(3) Authority

In accordance with the provisions of the PCI DSS the ~~u~~ niversity is required to implement technical and operational safeguards designed to protect cardholder data.

(4) Roles and Responsibilities

The ~~Director of Financial Services~~ financial systems functional manager is the business owner and approving authority for all merchant accounts and financial transactions and is responsible for the development and enforcement of this policy. The ~~Chief Information Security Officer~~ Office of Information Security, in collaboration with ~~all~~ major stakeholders, is responsible for the development and enforcement of this policy will be involved in the ongoing policy development.

(5) Policy Maintenance

The ~~c~~ Chief i ~~n~~ formation s ~~e~~ curity o ~~fficer~~ and the financial systems functional manager ~~Director of Financial Services~~ shall review and recommend any changes to this policy statement at least annually or more frequently as needed to respond to changes in the regulatory environment and internal business practices.

(6) Implementation

Failure by an individual to comply with the University payment card policy or procedure may result in disciplinary action up to and including termination for ~~University~~ university employees, contract termination in the case of contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion in the case of a student. Violations specific to the PCI DSS may result in:

(A) Loss of the department or business unit's ability to accept credit cards as a form of payment; and

(B) Fines of up to \$500,000 per incident (as imposed by the payment card brand).

The University reserves the right to pursue appropriate legal actions as a result of a violation of the University payment card policy.

The financial systems functional manager or other designee through the senior vice president for finance and administration is responsible for this policy and relevant procedure CWUR 2-70-040

[Responsibility: ~~Finance and Administration~~VP of Operations; Authority: ~~ELT~~Cabinet/UPAC; Reviewed/Endorsed by: ~~ELT~~Cabinet/UPAC; Review/Effective Date: 06/04/2014, ~~XX/XX/20XX~~; Approved by: ~~A. James Wohlpart~~James L. Gaudino, President]