

# North Dakota State University

## Policy Manual

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### SECTION 509

#### ELECTRONIC FINANCIAL TRANSACTION POLICY

SOURCE: NDSU President

1. All NDSU departments and colleges that conduct electronic-based financial transactions of NDSU which involve the transfer of credit/debit card or Electronic Funds Transfer (EFT) information must be compliant with Payment Card Industry Data Security Standards (PCI DSS), all applicable laws and mandates, and North Dakota University System and NDSU policy and procedures.
2. All electronic-based financial transactions of NDSU that involve the transfer of credit/debit card or EFT information must be performed through the North Dakota University System application, TouchNet, or through an NDSU approved third party vendor, or on systems provided by Information Technology Division (IT Division) for this purpose. All specialized servers and other electronic equipment which have been approved for this activity must be housed within IT Division, and administered in accordance with the requirements as set forth by PCI DSS, all applicable laws and mandates, and North Dakota University System and NDSU policy and procedures.
3. Entities wishing to use TouchNet must file a request with the NDSU Customer Account Services Department ([ndsucustomeraccount@ndsuedu](mailto:ndsucustomeraccount@ndsuedu)). Entities that use TouchNet for a purpose other than that which was approved will be required to stop electronic payment transactions.
4. Exceptions to this policy may be granted only after a written request from the unit has been reviewed and approved by the Vice President for Finance and Administration and the Vice President for Information Technology or their designees.
5. Vendors using NDSU facilities to conduct business are to ensure that they comply with all PCI DSS standards and guidelines. NDSU is not required to provide internet services to vendors doing business on campus to access credit card payment processors; it is the vendor's responsibility to specifically request such services through the Vice President for Finance and Administration, and the Vice President for Information Technology Services, or their designee. Vendors on campus can use the Vendor Request to Process Credit Card and Electronic Fund Transactions Utilizing (Outside) Third Party Online Processor form.
6. Definitions
  - a. Electronic Funds Transaction: The term is used for a number of different concepts such as cardholder-initiated transactions, where a cardholder makes use of a payment card (e.g., credit or debit card); electronic payments by businesses, including salary payments, electronic check clearing.
  - b. TouchNet: Third party vendor and software for campus online billing and payment processing which follow applicable PCI DSS standards and guidelines.
  - c. Payment Card Industry Data Security Standards (PCI DSS): The PCI DSS was developed by the major credit card companies as a guideline to help organizations that process card payments prevent credit card fraud, hacking and various other security issues. A company processing, storing, or transmitting credit card numbers must be PCI DSS compliant or they

risk losing the ability to process credit card payments. The current version of the standard (1.1) specifies 12 requirements for compliance, organized into six logically related groups called control objectives. For more information please see [https://www.pcisecuritystandards.org/security\\_standards/pci\\_dss.shtml](https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml)

For related procedures see the Electronic Financial Transaction Procedure #509.

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HISTORY:

New	June 2008
Amended	January 2009
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