

**Overview**

All university departments must obtain approval from the Vice President for Finance and Administration and the Vice President for Information Technology or their designee prior to accepting credit card payments. Credit card and other transactions processed electronically are covered under NDSU's Electronic Financial Transaction Policy and Procedure in Section 509. Please allow a minimum of 30 days for processing.

**Applicant/Department**

College/Department/DBA Name: \_\_\_\_\_

Department Head: \_\_\_\_\_ Dept #: \_\_\_\_\_

Department Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Type of merchandise sold and/or services rendered (please be specific):

Tentative date for implementation: \_\_\_\_\_

Please describe the frequency of the transactions (on-going, once-a-year, etc.): \_\_\_\_\_

Indicate the payment methods you are planning on accepting:  Visa/MasterCard  Discover  American Express

Estimated annual credit card sales volume: \_\_\_\_\_ Average ticket amount: \_\_\_\_\_

Point of Sale (P.O.S.) systems connected to the internet must utilize a P2PE validated solution for processing credit card payments. This solution must be listed on the PCI Data Security Standards website, [www.pcisecuritystandards.org](http://www.pcisecuritystandards.org), to be considered.

You MUST attach a current attestation of PCI compliance to this request. Requests submitted without a PCI Compliance statement will not be accepted.

On a yearly basis and upon set-up, all merchant accounts must complete a PCI-Compliance Self-Assessment Questionnaire.

The Dean/Vice President or Department Head will be responsible to ensure that departmental credit card and electronic fund transactions will comply with all of the requirements of NDSU Policy 509. This responsibility cannot be delegated. However, the responsibility for implementing procedures governing the operation of the credit card and electronic fund transactions may be delegated to qualified individuals.

Name of P.O.S. System: \_\_\_\_\_

Name of P2PE Solution: \_\_\_\_\_ Provider: \_\_\_\_\_

Please list individuals responsible for maintaining the operation of credit card and electronic fund transactions. These individuals must complete PCI Manager Training.

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Position Title: \_\_\_\_\_

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Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Position Title: \_\_\_\_\_

Please list individuals who will process credit card payments through the system. These individuals must complete Credit Card Training.

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Position Title: \_\_\_\_\_

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**Processing Sales - Capture of minimum required sales information**

Each department that receives approval to accept credit card payments and electronic fund transactions must, at minimum, capture the following information from each customer transaction:

- Description of item(s) purchased
- Amount of purchase
- Customer name
- Mailing address
- Sales tax, if applicable
- Total amount charged
- A unique identifier for each transaction

Additionally, recommended transaction format features include capture of card user name (if other than card holder). For security purposes, customer card numbers must not be retained on NDSU administrative systems. NDSU employees may not enter credit card information on a customers behalf.

**Disputed Transaction Sales**

If a card holder disputes a sale transaction, the Bank of North Dakota will contact Customer Account Services; who will contact the department for any and all pertinent information related to the transaction. The department will be responsible to review the records and/or contact the customer directly to address the dispute. If the dispute is not resolved in ten business days, NDSU will be charged for the transaction. Upon notice of charges for unsettled disputes, NDSU will transfer the charge back to the department's account.

**Credits/Refunds**

For transactions initiated through a P.O.S. system, the selling department will process any credits/refund but must have adequate security controls in place to authorize such transactions (see Separation of Duties below).

**Recording Sales Transactions**

Credit card and electronic fund transactions are recorded electronically to department, fund and account code each month according to the information provided by the department to Customer Account Services. Credit card transactions will be assessed a credit card processing fee which will be allocated directly to the department. The Accounting office processes these fees.

**Reconciliations**

Departments must reconcile sales transactions captured through their online storefronts with transactions posted to the university record. Departments will provide, by Tuesday of each week, a sales report for the week preceding. At the end of each month, the report for the final week is due by the 3rd business day of the following month. Should the month end in the middle of the week, that week must be split between each month and 2 reports should be provided for that week.

If a department discovers that sales transactions are missing, duplicated, or incorrectly posted, the staff member responsible for reconciling the accounts must contact Customer Account Services for assistance in resolving the errors.

**Separation of Duties**

In instances where duties cannot be fully segregated, departments must establish compensating internal controls that are intended to reduce the risk of an existing or potential control weakness.

**Additional Resources:**

Please refer to Policy 509 and related procedure document for more specific information, including data transmission, storage, and retention.

\_\_\_\_\_  
Department Head Signature Date

**Approval for Point of Sale System:**    Approved             Denied

\_\_\_\_\_  
Bruce Bollinger, Vice President for Finance and Administration Signature Date

\_\_\_\_\_  
Marc Wallman, Vice President for Information Technology Signature Date