Clear Form

UO Third Party Credit Card Processing Request

Business Affairs evaluates third party card processing for compliance with Payment Card Industry (PCI) compliance and compliance with state rules for handling of public funds.

1. Third Party Information

Company Name: _____

Address: _____

Website URL: _____

Contact Name: _____

Contact Title: _____

Contact Phone: _____

Contact E-mail: _____

2. Processing Method

☐ Card present ☐ Card not present (internet)

Describe processing method including the make and model of any hardware, and name and version number of any software:

_____

3. Flow of Cardholder Data

Describe or illustrate the flow of cardholder data from the point of interaction to the processor. Include all systems involved and indicate which organization is responsible for maintaining them. Identify any independent 'nested' service providers involved. Attach a separate page if the space provided is inadequate.

_____

4. Flow of Funds.

Describe the flow of funds for a single transaction. Indicate the maximum elapsed time from payment to university receipt of funds.

If E-check transactions will be processed they must post to university and customer bank accounts on the effective date of the transaction, e.g.., the transaction must credit the university account on the same day that it debits a customer's account. If applicable; describe how your solution will meet this requirement.

5. Merchant ID

Credit card sales will

☐ Be deposited directly into a university merchant account (MID). The university is the merchant of record, responsible for the security of cardholder data.

☐ Be deposited directly into the vendor's MID. The vendor is the merchant of record, responsible for the security of cardholder data.

Your company is certified to process directly with:

☐ Elavon and/or
☐ TSYS

Your company uses the following payment gateway,

Note: The card brands and the university's merchant bank require unique merchant IDs for:

a) Each physical address
b) Internet transactions
c) Point of Sale (POS) or card present transactions
d) Mail Order/Telephone Order transactions (MO/TO) if over 20% of all transactions.
e) Each Merchant Category Code (MCC)

6. PCI Compliance

Check all certifications that apply:

☐ Level 1 Service Provider listed on the Visa Global Registry of Service Providers.

☐ Level 2 Service Provider with Report on Compliance (ROC) or Attestation of Compliance (AOC).

Qualified Security Assesor (QSA): _____

Date of most recent assessment: _____

☐ Payment application listed on PCI Standards Council List of Validated Payment Applications.

☐ Payment application that is integrated with a validated P2PE solution.

Validated P2PE solution _____

☐ Point-to-Point Encryption (P2PE) solution listed on the PCI Standards Council site.

☐ Point of Interaction (POI) device that is PIN Transaction Security (PTS) approved on the PCI Standards Council's list of Approved PTS Devices

Per PCI DSS requirement 12.8.5 please indicate which party is responsible for each of the following PCI requirements:

Vendor	UO	Shared	
☐	☐	☐	*1. Install and maintain a firewall configuration to protect cardholder data*
☐	☐	☐	*2. Do not use vendor-supplied defaults for system passwords and other security parameters*
☐	☐	☐	*3. Protect stored cardholder data*
☐	☐	☐	*4. Encrypt transmission of cardholder data across open, public networks*
☐	☐	☐	*5. Use and regularly update anti-virus software or programs*
☐	☐	☐	*6. Develop and maintain secure systems and applications*
☐	☐	☐	*7. Restrict access to cardholder data by business need to know*
☐	☐	☐	*8. Assign a unique ID to each person with computer access*
☐	☐	☐	*9. Restrict physical access to cardholder data*
☐	☐	☐	*10. Track and monitor all access to network resources and cardholder data*
☐	☐	☐	*11. Regularly test security systems and processes*
☐	☐	☐	*12. Maintain a policy that addresses information security for all personnel*

The university will execute the following text as an addendum to the vendor contract;

In accordance with PCI DSS 12.8.2 vendor acknowledges,

a) *Responsibility for the security of cardholder data it possesses or otherwise stores, processes or transmits on behalf of the University of Oregon, or to the extent that vendor could impact the security of the cardholder data environment.*
b) *Sole responsibility for <u>all</u> requirements contained in the Payment Card Industry Data Security Standard (PCI DSS) and/or Payment Application Data Security Standard (PA DSS).*

Vendor attests that,

a) *It has complied with all applicable requirements contained in the current version of PCI DSS and/or PA DSS,*
b) *It has performed the necessary steps to validate its compliance, and*
c) *It will remain in compliance for the life of this Addendum.*

Vendor will,

a) *Supply evidence of its most recent validation of compliance upon execution of this addendum and annually for the length of the contract,*
b) *Notify University of Oregon within seven days if it falls out of PCI DSS or PA DSS compliance, and provide a remediation plan and timeline.*
c) *Notify University of Oregon within 24 hours if it detects unauthorized access to customer card data.*
d) *Provide representatives of University of Oregon with full cooperation and access to conduct a security review in the event of unauthorized access to cardholder data.*
e) *Comply with all applicable laws requiring notification of individuals in the event of unauthorized access to cardholder data.*
f) *Indemnify, hold harmless, and defend the University and its employees from and against any claims, damages, or other harm related to a breach. This provision survives termination of the contract.*

Vendor acknowledges that unauthorized access to cardholder data resulting from a lapse in Vendor's security obligations is grounds for early termination of this agreement without penalty, at the University's discretion.

7. Third Party Vendor Fees

The university does not allow any organization to debit its bank accounts by ACH for fees.

☐ Checking this box indicates that you or another organization working on your behalf will invoice the university for fees associated with the services you provide.

List all parties involved in the fee process, fee amounts, and how the fees will be collected:

8. Certification

By signing this document, you certify that your answers are complete and correct to the best of your knowledge, and accurately reflect your organization's actual practices, policies, and procedures.

Signature: _____

Name: _____

Title: _____

Date: _____