Instructions for completing SAQ C:

Attestation Part 1a	*Complete this section.*
Attestation Part 1b	*Skip this section.*
Attestation Part 2b	*State in what capacity you store, process or transmit cardholder data. Per UO policy you should store cardholder data in electronic format and storage in paper records is strongly discouraged.* *Under version enter the payment application and version or model(s) of card swipe terminal you are using for example Verifone Vx 570*
Attestation Part 2c	*All of these statements must be true and checked to be eligible for SAQ C. Otherwise you must complete SAQ D.*
Attestation Part 3 Validation Part 4 Action Plan	*Return to these parts after you have completed the self assessment questions.* *Obtain Dean/Department Head signature for Merchant Executive Officer.* *If you answer No for any requirement you must enter remediation date and action.*
Self Assessment Questions	*For each requirement you must answer **Yes**, **No** or under 'Special' either **N/A** or **Compensating Control**. If you answer Not Applicable N/A in the Special column you must explain why the requirement does not apply in Appendix D. If you answer Compensating Control you must explain in the Compensating Control Worksheet.*
Requirement 7.1	*Refers to physical access to the terminal or payment application. The terminal or payment application must be situated in a back office or behind a service counter where it cannot easily be stolen. When not in use it should be stored in a locked cabinet or office. If the terminal has a password feature it should be enabled. A hacker with a stolen terminal can intercept card data processed before a batch is settled. Fraudulent refunds can also be processed.*
Requirements9.6 thru 9.10	*These are not applicable if cardholder data (full card number) is not stored in paper records. Enter N/A under Special and explain in Appendix D.*
Requirements 12.1 thru 12.6	*These are met by the UO eCommerce policy or UO Information Security policy, answer Yes*
Requirements 12.8	*These are met by the Oregon State Treasurer answer Yes*