

Instructions for completing SAQ D:

<i>Attestation Part 1a</i>	<i>Complete this section.</i>
<i>Attestation Part 1b</i>	<i>Skip</i>
<i>Attestation Part 2a and 2b</i>	<i>Skip</i>
<i>Attestation Part 2d</i>	<i>State in what capacity you store, transmit or process cardholder data. University policy prohibits electronic storage and discourages paper storage.</i>
<i>Attestation Part 3 Validation Part 4 Action Plan</i>	<i>Return to these 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.</i>
<i>Self Assessment Questions</i>	<i>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.</i>
<i>Requirements 9.6 thru 9.10</i>	<i>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.</i>
<i>Requirements 12.1 thru 12.6</i>	<i>Some of these are met by the UO eCommerce policy. The unit must have supplemental procedures for 12.2, and 12.3</i>
<i>Requirements 12.8</i>	<i>These are met by the Oregon State Treasurer answer Yes If necessary, seek addendum to contract to meet 12.8.2</i>
<i>Requirements 12.9</i>	<i>These are met by the UO eCommerce Policy Incident Response Plan.</i>