

Payment Card Control and Security Procedures for Cardholder Data (CHD) (as defined in Policy 2110)

November 2017

ACCEPTANCE:

- **DO** accept CHD through an online process *approved* by Fiscal Services and IT Security
- **DO** accept CHD on a payment card reader *approved* by Fiscal Services
- **DO** accept CHD on an authorization form sent through a stand-alone fax machine in a secure location
- **DO** accept CHD on an authorization form sent through the U.S. Mail
- **DO** accept CHD on the phone, *only* if direct entry into approved POS device *and* by authorized staff who have completed PCI DSS training*
- **DO** permit access to CHD *only* for employees with legitimate need-to-know
- **DO** accept CHD only on active readers reported on the PCI Council's Approved PTS Device List
- **DO** accept CHD only thru payment applications that comply with the PA-DSS
- **DO** ensure PCI DSS compliance of service providers with whom CHD is shared, or that could affect CHD security

- **DON'T** accept CHD by email
- **DON'T** accept CHD as an attachment to an email
- **DON'T** type CHD on a computer keyboard or laptop
- **DON'T** accept CHD on a fax machine located in an unsecure area or connected to the network
- **DON'T** send CHD through campus mail
- **DON'T** accept CHD on voice mail; direct callers not to leave card info on recorded message
- **DON'T** retain card validation code/value printed on the card (CVC2, CVV2, CID). If collecting for card verification purposes, it must be destroyed once the transaction is authorized
- **DON'T** *direct* customer to a *specific* computer or location to pay (can say "*choose any internet-enabled device*")
- **DON'T** input CHD into an e-commerce platform on customer's behalf

STORAGE:

- **DO** keep paper CHD locked in a safe or secure filing cabinet until processed

- **DON'T** store CHD using any electronic method, including database, secure file or spreadsheet
- **DON'T** leave unprocessed CHD in an unsecure location

DISPOSAL:

- **DO** properly destroy CHD: *immediately* after processing, use a cross-cut shredder or small hole punch

- **DON'T** dispose of CHD in any other way

ARCHIVING THE TRANSACTION RECORD – NO CHD PRESENT:

- **DO** store the last 4 digits of the card number, signature, transaction ID and dollar amount for the record retention period (3 years after fiscal year for Banner orgs and 10 years for funds)

I certify that I have read these guidelines and will process all payment cards in accordance with them.

Printed Name

Date

Signature

This form must be retained in the department and renewed on an annual basis.