CREDIT CARD PROCESSING APPROVAL/AUTHORIZATION

Description:

Any university area that wants to accept credit card or debit card payments for good/services rendered must be pre-approved in writing by the Director of Business Operations. If a department is considering using any method other than TouchNet Payment Gateway to process credit and debit card transactions, the systems must be verified for appropriate technical controls in accordance with the Payment Card Industry (PCI) Security Standard prior to receiving final approval for electronic credit card processing from the Director of Business Operations.

The PCI Compliance Officer will coordinate the appropriate review and provide a report to the Director of Business Operations for final authorization. Any noncompliant issues will be reported immediately to the Associate VP of Finance.

What to do:

Complete page two of this form, then contact the PCI Compliance Officer, in the Timme Center for Student Services, to schedule the verification process.

What the PCI Compliance Officer will do:

The PCI Compliance Officer will review at a minimum, the following technical controls:

- Cardholder data is protected by a secure network that includes a firewall configured in accordance with the PCI Data Security Standard.
- Encryption techniques are used to transmit data over public networks, in accordance with the PCI Data Security Standard.
- On-site departmental review of how/where data will be stored.

Ferris State University Request to Process Credit Cards

Department Name:	
Physical Campus Address:	
Contact Name: Co	ontact Phone:
Contact Email: Co	ontact Fax:
Alternate Contact Phone:	
FOAP for Deposits	
FOAP for Chargebacks	
Primary Customer Service Phone Number	
Years/Months in Business	Years Months
Years Under Current Ownership	Years
Types of Products/Services Sold	
Accept the following card types (check all that apply)	☐ Visa ☐ Mastercard ☐ Discover processing rates vary by card type
Average Visa/Mastercard Purchase	\$
Average Monthly Visa/Mastercard Sales	\$
Total Visa/Mastercard Annual Volume	\$
Projected monthly check sales	\$
Occasional Visa/Mastercard Higher Tickets Amount	\$
Total Projected Monthly Sales From All Payment types (cash, credit card, check)	\$
Projected Monthly Sales from Gift Cards/Gift Certificates	\$
Number of Annual Transactions	
Refund Policy (check one)	No refund Refund in 30 days Merchandise exchange only Other (please explain)
Method of processing credit cards	 Merchant terminal Terminal needed (dedicated phone line required) E-Commerce site
Percent of Card Sales (must equal 100%)	card present (over the counter) + card not present (web)

Department Signature

PCI Compliance Officer Approval

Date

Return completed form to:

PCI Compliance Officer 1201 S. State St. CSS 101Q Big Rapids, MI 49307 Date