Millersville University **Governance & Policies**

Effective: May 8, 2012

Administrative Policy
CREDIT CARD TRANSACTIONS

Approved: May 8, 2012
President s Cabinet

Overview

This procedure details the specific steps that departments within Millersville University must take in order to be authorized to accept credit card payments and ensure compliance with PCI (Payment Card Industry) standards and Red Flag Policies.

All Millersville University, credit card transactions must be processed off site through a third party vendor who is PCI compliant and approved by Millersville University. The

Convenience Fee   A fee charged for a bona fide convenience for providing a payment

Procedure

1. An interested department will   office to request approval to
   accept credit card transactions. The Bursar   gathers pertinent information
   such as department project lead, purpose, date requested, etc., for discussion with
   the Associate Vice President for Finance and Administration.

2. The Associate Vice President for Finance and Administration decides on next steps
   based on a variety of factors including:

   a. Necessity for control of cash
   b. One time vs. recurring need
   c. Workload involved
   d. Anticipated revenue
   e. Customer convenience

3. Vice President for Finance and Administration will have final approval on all new
   requests to accept credit card transactions.

4. Please note that if online processing is offered by a department and phone or in
   person credit card transactions are also accepted, then charging a convenience fee

   transactions will be charged back to the department accepting the credit card
   payments.

5. Credit cards will not be accepted via the mail. Mail sent from the university will not
   request credit card information. Instead, instructions regarding payment by credit
   card should direct the customer to a secure URL (uniform resource locator) or web
   site for completion of the credit card transactions. Exceptions to this will be
   approved only by the Vice President for Finance and Administration.

6. If approved, the Bursar   reviews the request and forwards information to
   Accounting and Information Technology.

   a. Accounting determines the account string for creation of the detail code.
   b. Information Technology confirms the necessary support and time frame for
      implementation.

7.   equest for new service to Official Payments or
   other designated merchant with start-up date. Department leads will be responsible
   for testing, verification of necessary wiring and requests for equipment. Once testing
   is complete and successful, the department lead will report back to the Bursar
   office to establish the official go-live date.

8. The Bursar   will maintain a spreadsheet of existing credit card operations on
   campus.