



**THE UNIVERSITY OF CHICAGO
BURSAR'S OFFICE**

**970 East 58th Street 3rd floor
Chicago, IL 60637 773-702-8000**

Agreement: Electronic Payments and Receipt Processing for Credit Cards and Other Forms

Purpose: This agreement establishes usage understandings expected to protect against the exposure and possible theft of account and personal information that has been provided electronically to University of Chicago departments during the course of business with the University; and to ensure the University's compliance with the Payment Card Industry Data Security Standards (PCIDSS).

Scope: This agreement is required from any University of Chicago department that wishes to process, transmit, or store ACH and/or credit card/cardholder information.

Provisions: All electronic-based transactions that involve the transfer of credit card or bank account information must be performed with hardware, software or services reviewed and approved by the Bursar's Office and Information Technology Services (ITS) as meeting the University's security requirements. The Bursar's Office will be responsible to establish, publish, maintain and implement requirements and rules related to applicable practices to meet merchant standards and/or industry standards for the processing of credit cards or automated clearing house (ACH) transactions as may be appropriate for a particular situation being implemented for a department. The Bursar's Office, ITS, and Financial Services will be jointly responsible for verifying compliance of a proposed application with PCIDSS and industry best practices for conducting electronic payment transactions, performing system reviews, and verifying contractual and financial institution information. The department will be responsible for providing information and access required to determine compliance.

Acceptance of credit card payments must be established and conducted in accordance with all applicable University policies inclusive of Policy No. 1510 – Accepting Credit Cards for University Business.

Periodic audits will be performed by the University to assure compliance with this agreement.

Name of business function / service covered by this agreement: _____

Primary department contact for this function / service: _____

e-mail _____

Other staff who process payments or have access to card holder or transaction data (attach list if necessary):

Name	email

Brief Description of the business purpose of this function / service:

The undersigned has read and understands Policy No. 1510 and agrees to comply with all University of Chicago policies regarding electronic payments to the University.

Name (print)	Department	FAS account/sub account to which associated fees will be charged
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Signature	Date
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Procedure 11.801 - Procedure for implementing credit card payments to the University:

1. Department shall present to the Bursar's Office its business case for the need to accept credit card payments for University business.
 - a. The proposal shall state the following:
 - i. service or product to be sold
 - ii. the proposed method of processing (e.g. internet, point of sale terminal, other)

- iii. an outline of the internal process for receiving, processing and/or storing transaction data. This must include the proposed procedure for safeguarding all card holder identifying information
- 2. The Bursar's Office will help the department determine if a point of sale terminal or one of the currently contracted software solutions can meet the business requirements outlined in step 1.
 - a. If a currently available solution is agreed upon, the department shall execute this Agreement and submit to the Bursar's Office along with other forms as determined necessary by the Bursar representative.
 - b. The proposal will then be presented to ITS for approval.
 - c. Upon receipt of approval by ITS, the Bursar's Office will process the request for the merchant account and any necessary hardware and/or software/internet set-ups.
 - d. ITS will review the final set-up for compliance with University security standards before transactions may commence.
- 3. If no currently contracted solution is appropriate or the department has identified a new vendor it wishes to use, it will be referred to ITS and Procurement and Payment Services for review and commencement of the purchasing or RFP process
 - a. If a contract is made with a new vendor, the department shall execute this Agreement and submit to the Bursar's Office along with other forms as determined necessary by the Bursar representative to request the necessary merchant account
 - b. ITS will review the final set-up for compliance with University security standards before transactions may commence.

BURSAR OFFICE USE ONLY:

Merchant Account Number Assigned (VISA/MASTERCARD acceptance)
 Merchant Account Number Assigned (American Express card acceptance)
 Merchant Account Number Assigned (Discover card acceptance)

Type of action:

- NEW ACCOUNT**
- RENEWAL OF ACCOUNT**
- CHANGE OF SOFTWARE / VENDOR**

Authorized by: _____ date: _____

(Bursar staff)

COMMENTS:

ITS OFFICE USE ONLY:

Type of action:

- NEW SYSTEM APPLICATION**
- REVIEW OF EXISTING SYSTEM APPLICATION**
- CHANGE OF SOFTWARE CONFIGURATION/ PRODUCT ENHANCEMENT/ NEW FEATURES**

Name of Vendor Assigned for Services _____ Vendor Number _____

Contract Number: _____ Start Date: _____ :

ITS Security Review of Application Complete By: _____ Date: _____

ITS Computer Equipment Registration Verified By: _____ Date: _____