

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 offices during the course of business with the University; and to comply with credit card company and other industry and government requirements for transferring credit card and bank account information when accepting electronic payments.

Scope: This agreement is required from any University of Chicago unit that processes, transmits, or handles ACH and/or credit card/cardholder information in electronic format.

Provisions: All electronic-based transactions that involve the transfer of credit card or bank account information must be performed with software or services reviewed and approved by the Bursar's Office and Networking Services and Information Technologies (NSIT) 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, NSIT, and the Comptroller's Office will be jointly responsible for verifying compliance of a proposed application with 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 (label) of business function / service covered by this agreement:

Primary unit contact for this function / service: _____ e-mail: _____

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

The undersigned has read and understands the relevant policies and agrees to comply with all University of Chicago policies regarding electronic payments to the University.

Name (print)	Department Name	FAS-Ledger-Account-Sub Account To which associated fees will be charged
Signature	Date	

Procedure 11.801 - Procedure for implementing electronic credit card payments to the University:

1. Unit shall obtain and execute this Bursar Agreement: Electronic Payments and Receipt Processing for Credit Cards and Other Forms attach to a Purchase Request and submit to the Bursar's Office.
2. If unit is aware of a current University contract vendor that can supply the required service / software, that vendor should be identified on the Purchase Request. If unit proposes an alternate supplier, that vendor should be identified and their proposed contract attached.
3. Unit shall work with the Bursar's Office, Central Procurement Services, and NSIT to determine whether existing University contracted suppliers can satisfy the business requirements, whether amendments to or new agreements with such suppliers are required, or whether a new software or service provider must be selected, and to conduct the proper procurement, agreement, contract, or other arrangements as appropriate in accordance with University policy. NSIT may charge a fee for these services. Any new software / service provider must undergo security review by NSIT (no fee charged for security review).
4. Once appropriate suppliers have been identified and selected, the Bursar will review and assign an appropriate merchant bank account number / payment type to the Agreement form.

BURSAR OFFICE USE ONLY: _____

Merchant Account Number Assigned (VISA/MASTERCARD acceptance)

_____ Merchant Account Number Assigned (American Express card acceptance)

Type of action: NEW ACCOUNT RENEWAL OF ACCOUNT CHANGE OF SOFTWARE / VENDOR

Authorized by:
(Bursar staff)

_____ Name of Person

_____ Date:

COMMENTS: _____

Bank/Processor verification of application site acceptance; approval to activate. Date: _____

NSIT 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:

NSIT Security Review of Application Complete

By: _____

_____ Date:

NSIT Computer Equipment Registration Verified

By: _____

_____ Date:

COMMENTS: