

# Online Payment Card Policy

## Overview

In accordance with the Payment Card Industry Data Security Standards (PCI DSS) requirements, The Office of Information Security has established a formal policy and supporting procedures concerning payment systems and service vendor's evaluation. This policy is to be implemented immediately. It will be evaluated on an annual basis to ensure its adequacy and relevance.

## Policy

The Offices of Tax Accounting and Information Security will ensure that the Online Payment Card policy adheres to the following conditions for purposes of complying with the Payment Card Industry Data Security Standards (PCI DSS) initiatives (PCI DSS Requirements and Security Assessment Procedures):

- The responsible personnel will provide the web interface design for the Online Payment Card provider integration to fully comply with PCI DSS requirements.
- The Online Payment Card service must only be available for an integration that is dedicated to a single merchant department and customers' payments are only for the one department's services under one Online Payment Card provider account and MID, at all times during the existence of the dedicated Online Payment Card provider account and MID.
- The web interface can only be activated for the designated linked and active Online Payment Card provider account and MID.
  - Once the linked Online Payment Card provider account or MID is deactivated, the web page and associated supporting web servers will be immediately removed by UIT for security and to meet PCI DSS requirements.
- All requests require the management's approval from #ResponsibleName#. Delivery time varies.

## Responsibility for Policy Maintenance

The Offices of Tax Accounting and Information Security is responsible for ensuring that the aforementioned policy is kept current as needed for purposes of compliance with the Payment Card Industry Data Security Standards (PCI DSS) initiatives.

## Revision History

February 8, 2019 (Policy Created)

July 15, 2019 (Policy Modified)

Adapted from Stanford University's PCI DSS Policies 1-2019