

PROCESS TO REQUEST AUTHORIZATION TO ACCEPT CREDIT CARDS FOR PAYMENT

California State University, Sacramento

In accepting credit card payments, California State University, Sacramento and its auxiliaries are required to comply with the [Payment Card Industry Data Security Standard](#). The standard was developed by the major credit card companies as requirements a business must adhere to when accepting credit cards. A business risks losing the right to process credit card payments and being audited and/or fined for non-compliance. Therefore, University departments must obtain approval prior to accepting credit cards for payment. Failure to do so may result in the department being denied the right to accept credit card payments.

The following is the process to request authorization for accepting credit card payments being deposited to the University's financial records. Contact the individual auxiliary for payments being deposited to that auxiliary.

A. DEFINITIONS

1. Sponsor – The person submitting the request to accept credit card payments. This should be a faculty member or manager (MPP) of a college or department.
2. Program Center Administrator – Administrator in an administrative division that reports directly to the division Vice President and has one or more operational units reporting to him/her.

B. PROCESS

1. Read the guidelines and requirements of the [Payment Card Industry \(PCI\) Data Security Standard](#) as they apply to the university and your department accepting credit card payments.
2. Complete the [Department Credit Card Authorization Form](#), obtain the approval and signature of the appropriate Dean or Program Center Administrator and submit to the University Bursar for authorization.
3. Within 10 working days of receipt of the request, the University Bursar will inform you in writing the acceptance or denial of your request.

C. RESPONSIBILITIES

Department:

It is the responsibility of the Sponsor to ensure compliance with the campus guidelines for accepting credit cards. Failure to comply with the University guidelines and requirements of the PCI Data Security Standard will risk a department's approval to accept credit card payments and may result in removal of authorization.

If the Sponsor is no longer able or available to ensure compliance with the guidelines and requirements for accepting credit cards, a new [Department Credit Card Authorization Form](#) must be submitted immediately with a new Sponsor. Failure to do so will risk a department's approval to accept credit card payments and may result in the removal of authorization.

University:

The University will be responsible for maintaining an Information Security Policy and guidelines as they apply to the acceptance of credit card payments; including an annual review of all University departments and entities accepting credit card payments to ensure compliance.

Cross References:

Below are University policies that can be referenced as possible resources in implementing this process.

- Bank Accounts and Cash Management
- Conditions of Maintenance of Good Standing by Auxiliary Organizations At Sacramento State
- Delegated Financial Authority and Responsibilities
- Non-State Funds, Accepting and Administering