

Division/ Department Name:	
Business Unit Name:	
Merchant ID:	
Merchant ID Source:	<input type="checkbox"/> MID issued to Sacramento State Tax-ID <input type="checkbox"/> E-Commerce outsourced with third party Merchant ID <input type="checkbox"/> Other _____
Financial Account Location (University, Auxiliary Organization):	
Business unit functional contact name:	
Business unit functional contact title:	
Business unit functional Telephone:	
Responsible Administrator (MPP) Name:	
Responsible Administrator (MPP) Title:	
Responsible Administrator (MPP) Telephone:	
Payment Card Brand:	
Transactions/YR (#):	
E-Commerce Transactions/YR:	

Certification:

The credit card business process inventory information provided is a fair and accurate representation of surrounding credit card acceptance.

Certified by: _____
 Responsible Administrator (MPP) Signature _____
Date

Please complete, sign, and upload electronic copy to PCI Portal

How to Complete the Electronic Credit Card Acceptance Business Process Inventory

This questionnaire is intended to document business unit (department/organization) credit card acceptance processes. Please submit one questionnaire per business unit (departments with multiple business units should submit multiple questionnaires). Please answer the following questions based on your business unit’s credit card handling procedures and your relationship with your credit card processing service provider.

In addition to answering the questions below, please attach the following required documents:

1. Copy of your contract with your service provider.
2. Copy of the service provider Attestation of Compliance.
3. Copy of your Departmental credit card handling procedures.
4. Please provide a contact list and the role of ALL 3rd parties providing cardholder data storage, transmission or processing services?
5. Copy of data flow diagram or narrative for each channel or process which describes how the cardholder data is accepted by your department/service from the time the customer provides it to transaction completes.

Please briefly describe why your business unit is accepting credit cards electronically. What are your customers obtaining with their credit cards and what is your department’s role in the payment flow (receiving credit card number or receiving transaction information or both)?

List All Card Acceptance Channels Performed by the Business Unit:

1. How is the customer cardholder information received? (check all that apply and describe any other forms of acceptance)	
<input type="checkbox"/> Paper (via postal mail or in-person)	Telephone. <i>Where is the card number recorded?</i>
<input type="checkbox"/> Computer Keyboard	
<input type="checkbox"/> Terminal using phone line	Other. <i>List all other types of electronic credit card acceptance channels or processing.</i>
<input type="checkbox"/> Terminal using cellular	
<input type="checkbox"/> Terminal using Ethernet	
<input type="checkbox"/> Point of Sale System	
<input type="checkbox"/> E-Commerce Web	
<input type="checkbox"/> E-mail (NOT ALLOWED)	
<input type="checkbox"/> FAX Number	

Card Processing:

If the customer cardholder information is received via Mail, Paper, Terminal Card Swipe, or POS, how are the transactions processed?	
<input type="checkbox"/> Payment application (In house)	<input type="checkbox"/> Other (Please Describe)
<input type="checkbox"/> Payment Gateway	
<input type="checkbox"/> Entered to a web interface	
<input type="checkbox"/> Don't Know	

If the customer cardholder information is received via Web Site, how are the transactions processed?	
<input type="checkbox"/> Web application (In house)	<input type="checkbox"/> Other (Please Describe)
<input type="checkbox"/> Re-direct to Payment Processing Gateway	
<input type="checkbox"/> Entered to a web interface	
<input type="checkbox"/> Website hosted in house	
<input type="checkbox"/> Website hosting outsourced	
<input type="checkbox"/> Don't Know	

2. After the card is processed what do you receive back from processor?	
<input type="checkbox"/> Full Card Number	<input type="checkbox"/> Other (Please Describe)
<input type="checkbox"/> Transaction Number	
<input type="checkbox"/> Last 4 Digits/First 6	
<input type="checkbox"/> Truncated Number	
<input type="checkbox"/> Don't Know	

Please list all application names used to process credit cards

Please list all systems and database used to store credit cards

Please list all systems used to transmit credit cards