Appendix D – Business Standards

The school or department must have procedures to ensure the following:

1. Credit card processors do not accept credit card transactions for more than the amount of purchase and the amount entered into the credit card machine agrees with the purchase amount.

2. The credit card expiration date is not included on the receipt.

3. Only the last 4 digits of the credit card number prints on the receipt copy given to the customer.

4. Credit card data will not be stored absent a legitimate business purpose as approved by the Office of Treasury Services. In no event will CVV, PIN or expiration date be stored.

5. Hard copies of credit card data, if any, will be stored with appropriate physical safeguards, including storage in locked cabinets with access restricted to those with legitimate business need.

6. Electronic copies of credit card data, if any, will be stored with appropriate technical safeguards as approved by Treasury Services and the ISO.

7. If a zero client workstation becomes impaired or inoperable, credit cards must only be processed in a PCI compliant alternative process, i.e. analog/wireless (CDMA) terminals or paper.