Responsibilities of Payment Card Handlers and Processors

As a payment card handler or processor for Virginia Commonwealth University, I agree to abide by the provisions outlined in this document. If I need further clarification, I will refer to the [General Payment Card Rules, Regulations and Guidelines](https://treasury.vcu.edu/accounting/merchant-accounts/), the [Payment Card Compliance](https://vcu.public.doctract.com/doctract/documentportal/08DA32A740D310DB5309299F98B767ED?slu=08DC37A80F83C96202A5EF547E4E5B5F) policy and the [Information Security Policy](https://ts.vcu.edu/askit/essential-computing/information-security/).

**I will DO the following:**

1. Change a vendor-supplied or default password if I have access to a computer and/or application with payment card information;
2. Password-protect my computer if I have access to payment card information on my computer;
3. Restrict access to cardholder data to business need-to-know only;
4. Escort and supervise all visitors, including VCU personnel from other departments, into my area where cardholder information is maintained;
5. Store all physical documents containing payment card information behind a layerof security (such as in a locked drawer/file cabinet, safe which is bolted to the floor, locked office, or behind a badge secured area);
6. Follow the policies and procedures set by Treasury Services and Information Security; and
7. Report any payment card security incident immediately to my supervisor, Treasury Services, and the VCU Information Security department, if I know or suspect payment card information has been exposed, stolen, or misused.
8. This report must not disclose any payment card numbers, three or four digit validation codes by e-mail or fax.
9. This report must include a department name and contact number.

b) I will notify my supervisor via e-mail and a telephone call.

c) I will notify Treasury Services at (804) 828-6533 or at treasacctg@vcu.edu.

d) I will notify the [VCU Information Security](https://ts.vcu.edu/askit/essential-computing/information-security/) department at (804) 828-2227 or at infosec@vcu.edu.

**I will NOT do the following:**

1. Acquire or disclose any cardholder’s payment card information without the cardholder’s consent, including but not limited to the full or partial 16-digit payment card number, the three- or four-digit validation code (CVC, usually located on the back of payment cards), or PINs (personal identification numbers);
2. Transmit cardholder’s payment card information by e-mail or fax;
3. Electronically store any payment card information on a University computer, server or electronic flash drive or optical storage (e.g., CD, DVD);
4. Share a login and password if I have access to a computer and/or application with payment card information; or
5. Leave any paper copies containing payment card data in an unsecured area.

**This form is to be completed by each payment card processor in the department, approved and signed**

**by the department supervisor, retained by the deparment and made available on demand.**

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Signature Date

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Print Name Department

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Supervisor’s Signature Date

**Resources**

General Payment Card Rules, Regulations and Guidelines--https://treasury.vcu.edu/accounting/merchant-accounts/

Payment Card Compliance--<https://vcu.public.doctract.com/doctract/documentportal> - Enter **Payment Card Compliance** in the search box

Information Security Policy--<https://vcu.public.doctract.com/doctract/documentportal> - Enter **Information Security Policy** in the search box