ACCEPTING CREDIT CARD AND ELECTRONIC PAYMENTS  
(CREDIT CARD MACHINES AND MERCHANT ID’S)

A. **Purpose**

UT Tyler has adopted the following policy and supporting procedures for all types of credit card activity. The purpose of this policy is to protect the interest of the University and its customers by establishing strong internal business controls and standard revenue collection methods throughout the University.

B. **Scope**

The Policy provides guidance so that the processes of accepting electronic payments comply with the Payment Card Industry Data Security Standards (PCI DSS) and are appropriately integrated with the University’s financial and other systems. UT Tyler has contracted with a third-party vendor whose core business includes the support and processing of credit card and electronic transactions. The vendor provides the University with a secure gateway and hosted solution in which all electronic personal payment information is securely transmitted to and stored on off-site computers which the company owns and maintains. The vendor maintains PCI DSS compliance certification. This relationship enables the University to provide secure infrastructure for acceptance of electronic payments.

C. **Standards**

Any department collecting revenue on behalf of the University is considered a Merchant Department.

D. **Policy Management**

The University of Texas at Tyler may modify this policy from time to time as required, provided that all modifications are consistent with Payment Card Industry Data Security Standards then in effect.

An annual review of this Policy which included, making revisions and updates and ensuring that the updated policy has received the appropriate approvals and is distributed to the Merchant Departments.
E. **Review**

This policy shall be reviewed by the Director of Information Security and the Director of Financial Services every five years or as legislation changes.

F. **Additional Resources**

- PCI Data Security Standards
- Cash Management and Banking Services- HOP 4.6.2
- UT System Information Use and Security Policy- UTS165
- Merchant Department Policy and Procedures