



University of Nebraska –Lincoln PCI Compliance Team

Information Technology Services (ITS)

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The PCI Compliance Task Force is a collaboration between Information Technology Services (ITS) and the Office of the Bursar. It is a cross-functional team responsible for administering the University of Nebraska-Lincoln payment card policies and procedures, monitoring payment card activity, and educating merchants.

PCI Compliance Self Assessment Questionnaires

The next step in compliance is the **Self-Assessment Questionnaires (SAQs)**. Each merchant account has to submit an SAQ to Elavon. Elavon utilizes PCI Compliance Manager for this process.

It is a tool which allows us to submit our SAQ information online.

Similar to last year, we expect to accumulate the information for the SAQs for those departments using only stand-alone terminals. The PCI Team will then submit the information electronically for the group rather than each merchant account having to do the compliance separately.

For those with other setups (i.e. online, POS, ethernet), we will schedule meetings with our PCI Team again and sit down with your department to assist with the SAQ(s) you must complete.



We will continue with the goal of completing our compliance efforts by June 30th of each year. This is consistent with efforts on the other campuses as well.

Fiscal Year End - Posting June Card Sales and Fees

The June sales and fees will be booked in FY 2019. Please submit your sales reports for June as soon as possible after year end. We cannot allocate out the sales until all reports are received, and we know departments are anxious to see those figures at year end.

As in past years, we will be sending the June sales spreadsheet to Accounting at year end as well. They post any amounts in the "Amts Not Yet Posted by Bank" column as FY 2019 sales along with a corresponding receivable so all sales are accurately captured in the correct fiscal year. If you do not submit your sales report and have FY 2019 sales which are not included in our entry, you will need to contact Accounting directly to make this entry.

Any questions, please contact Jordan Bergman at:

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