

Payment Cards Processing at UNL

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**University of Nebraska —Lincoln
PCI Compliance Team**

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.

Stand-Alone Terminals Only— 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.

All Other Setups—For those with other setups (i.e. online, POS) we will schedule meetings with our PCI Team and meet 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.

Thank you to everyone who has submitted their **Merchant Profile** and **Procedures Document**. This documentation is necessary to prepare for this next step. If you have not yet submitted these documents, please do so ASAP. We detailed what was needed in our April 2021 newsletter issue, which can be found on <https://pci.unl.edu>. Scroll to the bottom of the home page to find Newsletters. We need the following:

- **Merchant Profile** – forms available here: <http://pci.unl.edu/merchant-profile>
- **Procedures Document (including a current CHD flowchart)** – narrative (no standard form)

Submit your updated documentation to:

bursar@unl.edu

Lisa Hilzer / Jennifer Hellwege
Bursar's Office
121 Canfield Admin Bldg North
Lincoln, NE 68588-0412

Change to PCI Team

Please welcome
our new
Associate Bursar

Lisa Hilzer

Lisa joined the Bursar's Office on May 10th as our Associate Bursar.

Lisa was previously a Financial Specialist with UNL Accounting and has worked at UNL for almost 7 years. We are happy to have her join our team!

Lisa is training on credit cards and becoming involved in all card activity on campus.

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.

Conferences/Workshops – On Site Registrations



Are you holding conferences which accept online credit card payments? We understand it is nice to also take card payment in person at these types of events, but we must stress that care is taken when doing so. If we are providing the means to make the payment on-site, the setup must be PCI compliant. We cannot just provide computers for registration. Very strict controls must be in place. If not, the same issues as using our computers on campus would come into play - i.e. bringing our network into scope, not providing a secure process. Any setup must be approved by the PCI Team and documented in your procedures documentation

We have departments utilizing mobile card terminals which are PCI compliant and can be used for this type of activity. Your card payment system may also offer integrated P2PE options for this type of payment. Please reach out to us at bursar@unl.edu to discuss your needs and how they can be addressed in a PCI compliant manner.

Fiscal Year End - Posting June Card Sales and Fees

June sales and fees will be booked in FY 2021. Please submit your sales reports for June as soon as possible after June 30th. 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 send the June sales spreadsheet to Accounting for year end posting. They post any amounts in the "Amts Not Yet Posted by Bank" column as FY 2021 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 2021 sales, which will not be included in our entry, you will need to contact Accounting directly to make this entry.

Please email bursar@unl.edu with questions.

