

Payment Cards Processing at UNL

VOLUME 6, ISSUE 1

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University of Nebraska –Lincoln
Bursar's Office

FY 2011-12 PCI Self-Assessment

Each spring we undergo the PCI Self-Assessment for the University. Every merchant must fulfill the requirements of the Self-Assessment to continue credit card business at UNL. The following are needed to complete the compliance process:

- Updated and signed Merchant Profile
- Updated and signed Procedures document
- Completed and signed Self-Assessment Questionnaire (SAQ)

Due March 31st
(See below)

Due May 15th
(See next page)

Because of the amount of documentation we are assembling, we break down the collection efforts into two parts. Please submit all of your documentation as early as possible. This will assist us in our efforts. We compile the data for the entire campus and report to our Acquirer, TSYS Merchant Solutions. Contact us if you have any questions regarding this process or have concerns about the deadlines set forth.

March 31st Deadline—Profile & Procedures

Each merchant must submit to the Bursar's office two items by **March 31st**:

- 1) Updated and signed Merchant Profile
- 2) Updated and signed Procedures document

This requirement is just an update to the data submitted last year.

The blank Merchant Profile forms are available on our website at:

bursar.unl.edu

Complete a form for each merchant account. If several processes are used under one merchant account, it may be simpler to complete one profile for each method of processing cards. Obtain signatures on each form. Make copies of the completed form(s) for your records.

The Procedures document is a narrative of how credit card payments are processed in your department.

It should demonstrate the controls in place. You should have on file your previous year's compliance documents. Start with them. Make changes to reflect your current practices. Save the current year's document, print, and sign.

Submit your completed forms to:

Jennifer Hellwege
121 ADMN, 0412
jhellwege2@unl.edu

Welcome

to our newest

merchant

Housing C-Stores



*** PCI SCANS ***

We have submitted our PASSING 3rd Quarter 2011-12 PCI scan.

UserIDs & Passwords

are an important means of security. A UserID is for ONLY one person, and passwords should never be shared.

Please review the UserID and Password Policy at bursar.unl.edu



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Bursar’s Office**

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The Office of the Bursar is responsible for administering the University of Nebraska-Lincoln money handling policies and procedures. Don't ever hesitate to contact us with any receipting questions you may have.

May 15th Deadline –Self-Assessment Questionnaire

We will be using version 2.0 again for our Self-Assessment Questionnaire (SAQ) . There are 5 different SAQ's. You will first need to identify which SAQ fits your business. The SAQ's and supplemental information are available at:

[https://
www.pcisecuritystandards.org/
merchants/
self_assessment_form.php](https://www.pcisecuritystandards.org/merchants/self_assessment_form.php)

Pages 12-17 of the "Instructions and Guidelines Document" will assist in determining which SAQ is correct for you.

Departments with Multiple Merchant Accounts:

Please determine the appropriate SAQ for each merchant account. Often only one will be needed to cover multiple accounts, but we discovered last year that the SAQ's don't merely add additional questions as you move from SAQ A to D as once was the case. If you have

multiple merchant accounts, you can either:

- 1) Do one SAQ for each account
- 2) Contact the Bursar's Office with the SAQ's applicable to each merchant account. We will determine which SAQ to complete for your situation.

Completing the SAQ:

The SAQ document has an "Attestation of Compliance, SAQ x" (AOC) before the actual questions. So you really must complete the document in reverse order. Skip over the AOC and go straight to the page that's titled "Self-Assessment Questionnaire x". Answer each question.

If you are unsure about any of the compliance questions on the SAQ, please contact:

Mike Rutt

mrutt2@unl.edu or 2-0933

After completing all of the compli-

ance questions, you can then return to the AOC. We will be sending out copies of the SAQ documents which will have as many AOC fields completed as possible. You will need to complete any remaining fields.



Once the entire form is completed, you will need to print it out. Obtain an appropriate signature for your department in Part 3b of the AOC. Then forward the document to:

Jennifer Hellwege
121 ADMN, 0412
jhellwege2@unl.edu