Payment Card Usage at Boston College

July 1, 2014

Data Security Policy Directive

The website www.bc.edu/payment cards outlines the Boston College procedures required to implement payment card processing at the University. The website also includes key contact information and critical documentation on this topic. This is for cases where Boston College accepts payment cards, not for outgoing payments via "PCard."

The University has established a PCI sub-committee of the Data Security Working Group ("PCI Committee") to address payment card processes at Boston College and ensure university compliance with the credit card data protection standards known as PCI-DSS (Payment Card Industry Data Security Standard). The PCI Committee assists departments in implementing new payment card processes.

The following procedures are required to implement any new payment card processes at Boston College:

- For those departments only wishing to accept payment cards for payment using BC's approved vendors, the *Payment Card Processing Request and Agreement Form* must be completed and submitted to Cash Services. Once the form is submitted, Cash Services will either approve the request or escalate to the PCI Committee for further discussion prior to implementation.

- For departments that require any other system to accept payment cards, the *Accepting Payment Card Assessment Questionnaire* must be downloaded and completed. This form will serve as a formal request to management for a new application which will be processing payment cards. It is important to note that vendor assistance will likely be required to complete the document, including collection of the current PCI certification documentation.

  Once the form has been completed, it must be submitted to the PCI Committee for review at PaymentCards@bc.edu. The PCI Committee will contact the requestor directly and schedule a meeting to discuss the specifics of the implementation and come to consensus regarding the request. Topics for consideration at the meeting will generally include: the appropriate payment card processor, compliance requirements, and utilization of existing technology on campus where appropriate.

  Following the conclusion of the discussion, the PCI Committee will provide a decision to the requestor. If the requestor disagrees, escalation options will be provided in the event further discussion or input is required. For approved processes, the PCI Committee will ensure that the University inventory of approved payment card processes will be updated for future audit purposes.

- All application owners processing payment cards are responsible for providing **annual** documentation certifying the application is PCI compliant for the current year. Refer to www.bc.edu/payment cards for additional information surrounding this process.