



CSU Policy ICSUAM 3102.5 requires that the campus CFO or designee approve all physical locations, websites, 3rd party processors, or any channel accepting credit card payments by the university.

Please note that no funds should be collected until you have received notification from the Director of Student Financial Services that your department is approved.

Send completed form to Student Financial Services (SSC 230 – Zip 242) for review. Before your request is finalized, it will be necessary to complete a CSU, Chico Credit Card Business Process Inventory form with the Information Security Office.

REQUESTOR INFORMATION

Division/Department Name: _____

Financial Account Location (University, Auxiliary Organization): _____

Merchant ID, if known: _____

Business Unit Functional Contact: _____

Title: _____ Telephone: _____

Responsible Administrator: _____

Title: _____ Telephone: _____

DESCRIPTION OF REQUEST

Briefly describe why your business unit is requesting to accept credit cards, what are your customers obtaining with their credit cards and what is your department's role in the payment process:

It is the responsibility of the Responsible Administrator to ensure compliance with the campus guidelines for accepting credit cards. Failure to comply with the university guidelines and requirements of the Payment Card Industry Data Security Standard will risk a department's approval to accept credit card payments. Read the CSU, Chico Payment Card Industry Data Security Standards compliance requirements and determine the department obligations.

AUTHORIZATION

Business Unit Functional Contact: _____
SIGNATURE PRINT NAME DATE

Responsible Administrator: _____
SIGNATURE PRINT NAME DATE

Student Financial Services: _____
SIGNATURE PRINT NAME DATE

Approved Denied _____
(explain reason)