Acceptance of Credit Card Payments by Non-WSU Merchants

Businesses or merchants that have limited authorization to sell products or services on the Wichita State University campus(s) who intend to accept credit card payments must read and sign this document.

The PCI Security Standards Council is an open global forum for the ongoing development, enhancement, storage, dissemination and implementation of security standards for account data protection.

The PCI Security Standards Council’s mission is to enhance payment account data security by driving education and awareness of the PCI Security Standards. The organization was founded by American Express, Discover Financial Services, JCB International, MasterCard Worldwide, and Visa Inc.

All entities that accept credit card payments MUST be compliant with PCI-DSS (Payment Card Industry – Data Security Standards). Details can be found at www.pcisecuritystandards.org.

Wichita State University supports and abides by standards established by the PCI Security Standards Council, PCI-DSS. WSU’s policy regarding the security of credit card data can be found in the Security of Credit Card Data Policy in WSU Policies and Procedures, Section 13.14 at http://webs.wichita.edu/inaudit/ch13_14.htm.

As the representative for the entity listed below, please read and acknowledge the following:

- WSU does NOT permit the use of WSU network facilities by non-University departments or units to process credit cards. The merchant listed below, and/or I, agree NOT to use WSU’s network (wired or wireless) to transmit card holder data to a credit card processor.
- I understand that according to PCI-DSS, the MERCHANT of record is fully responsible for the protection of card holder data which includes the credit card account number and security code.
- As an authorized representative of the MERCHANT, or as an independent sales representative, I accept full responsibility for the protection of card holder data.
- The merchant listed below, and/or I, agree to hold WSU harmless and indemnify WSU in the event of a breach of card holder data.

__________________________________________ __________________________________
Merchant Name     Date

__________________________________________ __________________________________
Representative of Merchant    Phone number for Representative

Please send this signed document to Financial Operations, c/o PCI Committee Chairperson; 1845 Fairmount, Campus Box 38, Wichita, KS 67260 - or send signed, scanned image to Creditcards@wichita.edu. For all questions regarding credit card processing at Wichita State University, please send an email with pertinent information to Creditcards@wichita.edu.

May 10, 2013