



Credit Card Security
Florida Atlantic University
Accepting Credit Cards: Self Assessment Questionnaire

The authority to accept credit cards (in person, by mail, phone or online) must be specifically granted by the Controller's Office.

Our department accepts credit cards (check all that apply):

- In person
- By phone
- By mail
- By fax
- Online payment

We use a third party payment gateway other than Touchnet (Marketplace or Paypath)

- Yes (indicate name) _____
- No

We have identified a primary custodian, responsible for safeguarding credit card information.

- Yes (indicate name) _____
- No
- NA

If your department uses a credit card terminal, please indicate the model number(s):

I confirm that credit card information is kept in strictest confidence to protect the cardholders and Florida Atlantic University

- Yes
- No

Deposits including credit card receipts are reconciled to general ledger to ensure that income is properly recorded to our account.

Yes

No

I confirm that all paper and electronic media pertaining to credit card transactions (including paper receipts, paper reports, faxes CDs, disks in employee desks and open workspaces, and PC hard drives) are physically secure.

Yes

No

All credit card information is destroyed as soon as it is no longer needed for business or legal reasons.

Yes (describe how it is destroyed: cross-cut shredded, incinerated, pulped or other)_____

No

Periodically, credit card information is checked to ensure it is securely stored.

Yes (who has this responsibility?)_____

No

I confirm that the items "to be shredded" are kept in a locked and secure area.

Yes

No

I confirm that credit card transactions received via phone, fax or mail are processed immediately.

Yes

No

Our department understands the risks and the responsibility associated with accepting credit cards.

Yes

No

I understand that it is the policy of Florida Atlantic University to prohibit the use of any credit card machine or terminal that displays the entire cardholder account number.

- Yes
- No

I understand that it is unethical for any Florida Atlantic University employee with access to cardholder information to divulge that confidential information either directly or indirectly.

- Yes
- No

I have read the Credit Card Security Procedures available at http://www.fau.edu/controller/cash_management/policies.php

- Yes
- No

I understand that failure to comply with Florida Atlantic University's Credit Card Security Policies may result in disciplinary action including termination.

- Yes
- No

Name (print or type) _____

Title _____

University Department _____

Office Location _____

Signature _____

Date _____

Please return this form, upon completion, to Dianna Zaia Adm 10/290 or fax to 561-297-1060.