



# UC San Diego

## Policy & Procedure Manual

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### ACCOUNTING PROCEDURES – GENERAL

#### Section: 300 - 86 APPENDIX A

Effective: 11/09/2020

Supersedes: 10/17/2017

Review Date: 11/09/2023

Issuance Date: 11/09/2020

Issuing Office: [Business & Financial Services, Accounts Receivable and Cash Operations Division](#)

### PAYMENT CARD MERCHANT COMPLIANCE STATEMENT

As a UC San Diego employee with responsibilities for handling payment cards and cardholder data, I recognize that I have access to sensitive and confidential information. I will strive to protect UC San Diego and its customers at all times when making decisions concerning payment cards and cardholder data, and I agree with the following statements:

- I have read, understand, and agree to abide by UC San Diego's Payment Card Processing and Compliance Policy, related guidelines in Blink, and other related policies, including: [Network Security Policies](#), [Electronic Personal Identity Information](#), [BUS-49 Policy for Cash and Cash Equivalents Received](#), [IS-3 Electronic Information Security](#).
- I will continually strive to ensure our merchant cardholder data environment (CDE) is in continuous compliance with laws, rules, and policies governing the processing of card payments, including PCI DSS requirements.
- I will provide the Payment Card Coordinator with all requested documentation for verification of ongoing PCI DSS compliance.
- I will inform the Payment Card Coordinator promptly of any changes to the Cardholder Data Environment (CDE).
- I will maintain an accurate equipment inventory log for equipment associated with the CDE.
- I will utilize cardholder data for UC San Diego business purposes only.
- I will not use or distribute cardholder data for personal purposes. I understand that such actions are illegal and grounds for prosecution.
- I understand that in cases where I suspect a breach of security, including the suspicion that cardholder data has been exposed, lost, stolen, or misused, I must immediately contact UC San Diego ARCO and ITS Information Security.
- I understand that I must maintain effective business processes for accepting, processing, retaining, and disposing of cardholder data.
- I understand that failure to comply with this policy and applicable policies, standards, and procedures may include loss of the ability to process payment card transactions and disciplinary action, which can include termination of employment.

Employee Name:		
Print Name	Signature	Date
Employee ID Number:	Department Name:	
Department Manager Approver:		
Print Name	Signature	Date

**REVISION HISTORY**

10/17/2017 None new policy

11/09/2020 Policy was reviewed by policy owner. Minor updates – name changes to departments. Formatted.