

## Credit Card Acceptance to Conduct University Business Contacts

Unit/Contact	Responsibilities
<hr/>	
<b>Controller's Office</b>	
Controller	Review Credit Card Acceptance Questionnaire  Review and approve requests for Departmental Receipting Privileges
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<b>Financial Systems</b>	
Cindy Retchin, 910-962-7206	Coordinate testing with TouchNet  Establish TouchNet access and individual role  Process requests for POS terminals  Establish Merchant ID number in TouchNet system
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<b>Student Accounts/Cashier</b>	
Diana Greene, 910-962-3035	Allocate monthly transaction fees to departments via IDI
Nadine Flint, 910-962-7503	Establish detail codes used for deposit transmittals
Stefanie Pollack, 910-962-3164	Provide departmental receipting and credit card training  Process department deposit transmittals  Retain copies of credit card receipts and related documents
Sissy Hendricks, 910-962-3147	Process annual renewal of departmental receipting privileges

**Contact****Responsibilities**

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**UNCW Department****Set-Up**

Complete and submit the Credit Card Acceptance Questionnaire  
Complete and submit Departmental Receipting Privileges form  
Complete and submit Merchant ID request form  
Complete departmental receipting and credit card training  
Complete and submit detail code request form

**Administration**

Maintain security standards and adhere to University policies  
Provide proper departmental controls regarding who may process credit card transactions  
Maintain segregation of duties between employees who process credit card transactions and those who reconcile  
Charge sales tax where applicable  
Submit appropriate forms to accounting for departmental changes  
Report any breaches to UNCW IT Security Officer

**Transaction Processing**

Obtain an authorization for every transaction  
  
Validate the signature on the card if POS  
  
Submit daily deposit transmittal along with supporting reports and documentation to Cashier Office  
  
Destroy credit card number after telephone/order form transactions processed

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**PCI Committee**

Sara Thorndike, 910-962-3227  
Cindy Retchin, 910-962-7206  
Carey Gibson, 910-962-3009  
Steve Perry, 910-962-3103

Keep current with Payment Card Industry Data Security Standards (PCI DSS) regulations  
Coordinate and account for annual PCI DSS requirements  
Assist with PCI security awareness training  
Coordinate and review quarterly scans  
Confirm that departments using third-party providers have received annual acquirer documentation for PCI compliance  
Assist departments when there are data breaches

**Contact**

**Responsibilities**

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**Tax Compliance**

Lisa Eakins, 910-962-2757

Determine if revenue generated is taxable

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