

Credit Card Acceptance to Conduct University Business Contacts

Unit/Contact	Responsibilities
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Controller's Office	
Controller	Review Credit Card Acceptance Questionnaire
	Review and approve requests for Departmental Receipting Privileges
Robin Kee, 910-962-7086	Process requests for POS terminals
	Establish Merchant ID number in TouchNet system
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Financial Systems	
Carole Wilson, 910-962-7315	Coordinate testing with TouchNet
	Establish TouchNet access and individual role
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Student Accounts/Cashier	
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**

UNCW Department**Set-Up**

Complete and submit the Credit Card Acceptance Questionnaire
Complete and submit Departmental Receiving Privileges form
Complete and submit Merchant ID request form
Complete departmental receiving 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

IT Security Officer

Zachery Mitcham, 910-962-3047

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

Tax Compliance

Lisa Eakins, 910-962-2757

Determine if revenue generated is taxable
