

## Credit Card Acceptance to Conduct University Business Contacts

### Unit/Contact

### Responsibilities

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#### Controller's Office

Sara Thorndike, Controller

Review Credit Card Acceptance Questionnaire

Review and approve requests for Departmental Receipting Privileges

#### Financial Systems

Cindy Retchin, 910-962-7206

Coordinate testing with TouchNet

Establish TouchNet access and individual role

Process request for POS Terminals

Establish Merchant ID Number in Touchnet System

#### 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 privilege

#### Tax Compliance

Lisa Eakins, 910-962-2757

Determine if revenue generated is taxable

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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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## 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

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