



MERCHANT BANK / CREDIT CARDS ACCEPTANCE AGREEMENT

The University of Arizona provides a contract with Bank of America to supply the University units with the option to accept bank /credit cards to sell goods, and services to its customers (merchants). With this service, merchants are subject to, must understand and comply with all rules, regulations and contractual provisions regarding the handling of bank /credit cards. The merchant must comply with the rules, regulations, and compliance security dictated by the University and the bank/credit card industry. A merchant that fails to meet and comply with these standards may be subject to severe financial penalties. Merchant is responsible for all fees and network architecture required to meet compliance requirements (e.g. assessment questionnaires, system scanning and tests, Qualified Security Assessor validations review, etc.). Services through FSO-Bursar's Banking & Merchant Services are available to assist merchants with completing the compliance requirements, training and documentation.

Merchants should be familiar with the following:

- Financial Services Manual (FSM) Policy 8.14 located at <http://policy.fso.arizona.edu/fsm/800/814>.
- Payment Card Industry- Data Security Standards (PCI-DSS) located at <https://www.pcisecuritystandards.org/merchants/> .
- University Information Security Policy located at <http://security.arizona.edu> .
- FSO- Banking & Merchant Services liaisons provide compliance guidance and supporting resources to insure that the University units understand and comply with regulations. Information is located online at <http://bursar.arizona.edu/departments/bankcard>.

Please review and initial after each statement to acknowledge understanding and the intent to comply.

1. Financial Services Manual Policy 8.14 which outlines Bank /Credit Card Acceptance Policy and Procedures:
 - a. Annually review policy to insure merchant compliance with bankcard/credit card department procedures and required documentation.
 - b. Attend all mandatory University merchant meetings.
 - c. Reconcile and review monthly merchant statements for accuracy and report any adjustments needed within sixty (60) days of statement date to FSO-Bursar Banking & Merchant Services.

_____ (initial)

2. Payment Card Industry Standards Program:
 - a. Annually complete and comply with the PCI-DSS Self-Assessment Questionnaire (SAQ) appropriate to the unit's bank card/credit card mode of acceptance (e.g. terminal, register, ecommerce) located online through the University's Qualified Security Assessor console.

- b. Merchant will work with the payment ecommerce gateway providers to perform the appropriate network scans required for merchant's mode of acceptance.
- c. Maintain PCI-DSS compliance documentation for annual Qualified Security Assessor's (QSA) or FSO-Bursar's audits/validation of compliance.

_____ (initial)

3. Security Compromise:

- a. Immediately report all suspected and/or confirmed bank card/credit card compromises to the University Information Security and FSO-Bursar's Banking & Merchant Services liaison per instructions located at <http://security.arizona.edu/report-incident>.
- b. Direct any questions regarding compromise to FSO-Bursar Banking & Merchant Services or the Information Security Office.

_____ (initial)

4. Merchant Services:

- a. Notify FSO-Bursar Banking & Merchant Services of any department merchant/unit's changes such as department contacts, software applications or merchant acceptance mode.
- b. Contact FSO-Bursar Banking & Merchant Services to facilitate all equipment leasing/purchasing and return of equipment.

_____ (initial)

I understand and agree to comply with the above:

Merchant Name:

Merchant Responsible Person Name:

Title:

Contact Phone:

Contact Email:

Signature: _____ Date: _____

Department/Unit Head Name:

Title:

Signature: _____ Date: _____