

Adams, Geoffrey

From: Important Announcements <importantannouncements@fsu.edu>
Sent: Wednesday, June 10, 2015 1:16 PM
To: myfsufwd-gda0067
Subject: Acceptance of Credit Card Payment

A message from FLORIDA STATE UNIVERSITY

MEMORANDUM

To: Deans, Directors, and Department Heads (for distribution to all faculty and staff)
From: Sally McRorie, Interim Provost and Executive Vice President for Academic Affairs
Date: Kyle Clark, Vice President for Finance and Administration
Subject: June 10, 2015

Acceptance of Credit Card Payment

If your college or department processes credit card payments, we need your help insuring the University maintains compliance with the Payment Card Industry Data Security Standards (PCI DSS). Non-compliance can result in significant fines from credit card companies and banks, the loss of the ability to process credit cards, and damage to the reputation of Florida State University.

In order to standardize processes across the University and provide a formal point of contact, a Payment Card Oversight Committee with representatives from the Controller's Office and Information Technology Services has been established. The Committee will coordinate ongoing reviews of the University's credit card systems and processes, strengthen our credit card policy and procedures, and oversee the preparation of our required annual PCI certification.

In the next few months the Committee will be reaching out to individual departments to provide recommendations on how to strengthen their credit card processes. This initiative is intended to help Florida State University proactively protect cardholder data and create an efficient process for the acceptance of credit cards. If you have any questions, please contact Curt Caito, Merchant Services Manager, in the Controller's Office, at 850-644-9475 or ccaито@fsu.edu.

cc: Michael Barrett, Associate Vice President and Chief Information Officer
Michael Williams, Assistant Vice President and Controller
Michael Russo, Information Security and Privacy Director