

Checklist of items that must be answered or provided in order to take credit cards as a method of payment

- Any department who wants to take credit cards *must* contact the campus eCommerce office at 413-545-2119 or email roper@admin.umass.edu

Date	Department Name	Merchant Name	Contact name/email
Application Vendor		Application Name	Application Version <b>If Applicable</b>
			Name of Reseller- <b>If Applicable</b> <i>Entity from whom you purchased the payment application</i>

**General**

Y	N	ITEM	Y	N	ITEM
		Charge card funds will be deposited with Fifth Third. If no, how will the merchant receive their revenue? If yes, submit a merchant id request			Can the system issue credits?
		Will processing go through CyberSource? If no, what is the payment processor?			Can the system be set so that only an administrator can process credits? If no, who can process credits?
		Processing flow has been documented and is attached.			Is there a way to set a time limit on processing credits? Is there a limit to the amount a credit can be processed for?
		Has a copy of the contract been forwarded to the campus eCommerce Office and Procurement? (contracts must be reviewed even if there is no purchase order)			Have samples of reports to ensure detail necessary to create journal entries and reconcile to bank, have been provided by the vendor for the application that will be used?
		Will credit card data be transmitted over the UMass Network (Ethernet or wireless) or will an analog phone line be used?			Does the system have a process for producing copies of transactions?

Y	N	ITEM	Y	N	ITEM
		The merchant must remain PCI Compliant at all times and must submit an annual self-assessment questionnaire.			The merchant and any staff that process credit cards must undergo annual training for processing of credit cards.
		The merchant must complete a passing outside Qualified Security Assessor Review before going live. The cost of this QSA scan is the responsibility of the department.			Unless a hosted system, quarterly system scans will be run on the IP addresses used with software/web based solutions. The IP address used must be sent to the eCommerce Office
<b>Third Party Processors</b>			<b>Third Party Application Software</b>		
Y	N	ITEM	Y	N	ITEM
		Is vendor listed on Visa's List of Compliant Service Providers and have they provided a certificate of compliance? <a href="http://usa.visa.com/download/merchants/cisp-list-of-pcidss-compliant-service-providers.pdf">http://usa.visa.com/download/merchants/cisp-list-of-pcidss-compliant-service-providers.pdf</a>			Is the software listed on PCI council List of Validated Payment Applications? <a href="https://www.pcisecuritystandards.org/approved_companies_providers/vpa_agreement.php">https://www.pcisecuritystandards.org/approved_companies_providers/vpa_agreement.php</a>
		Does the contract contain the UMass/Amherst Data Protection language?			