

Financial Affairs – Credit Card Policy

Subject: Financial Affairs
Policy: Credit Card Policy
Effective Date: September 4, 2019
Revised:
Review Date: September 4, 2022
Responsible Party: University Business Office

1. Introduction and Purpose

The university accepts credit cards for payments made to the university and its departments. This policy sets forth the requirements for the approval and the responsibilities of the departments approved to accept credit card payments for university related charges.

2. Approval:

Any university employee, department or other unit of the university that propose to collect credit card payments, or collect or transmit credit cardholder data, for university related programs or activities must be approved in advance by the University Business Services office. The [application](#) can be found on University Business Services Forms web page.

3. Responsibilities:

Any university employee, department or unit of the university approved to collect credit card payments, or collect or transmit credit cardholder data is responsible for compliance with the [accounting procedures, training requirements and security standards](#) set by the university and the payment card industry (PCI). University Business Services is responsible to approve requests for credit card payments, set accounting and security standards and monitor the credit card acceptance program at MSU.

4. Compliance:

Failure to follow university policies or a lapse in identity security may result in the suspension or revocation of the approval to accept credit card payments and cardholder information.