The University of Georgia

BURSAR'S OFFICE
Credit/Debit Card Processing Policy
e-Commerce Self-Assessment

Are credit card numbers processed, stored, or transmitted on UGA equipment or networks?

If you are using the YourPay Connect solution the answer to this is no. If you are using a solution which uses a "shopping cart" functionality, where the actual financial transaction is performed on servers belonging to your service provider, the answer is no. If you are using YourPay API you may or may not be in compliance, please contact the Bursar's Ofice for more information.

Yes   **No**

Please specify what internet solution you are using:
(ex. YourPay Connect, YourPay API, TouchNet Marketplace, College Net, etc.)

Has this solution been certified to meet the Payment Card Industry Data Standard approved by American Express, Discover, MasterCard and Visa?

Yes   **No**

If the answer to question # 1 is "No" and Yes to question #2, the self-assessment is complete. Please sign and date this form below. Please note that even if you answered "no", for the general security of your systems, it is important that you ensure you are doing everything possible to secure all data that is being processed on UGA equipment or networks. If the answer to question #1 is "Yes"or question #2 is No, you are considered out of compliance with the credit card policies and procedures. You will need to complete a **Request for Exception** and are required to complete the **Payment Industry Compliance (PIC) Self Assessment Questionnaire.**

Questionnaire can be found at:

http://www.bursar.uga.edu/Payment%20Card%20Self-Assessment%20Questionnaire.pdf

Once the **Request for Exception** and PIC questionnaire has been completed, please attach it to this form and sign and date this form below.

_____   _____
Name of Responsible Party   Signature

_____   _____
Department   Date