

Merchant Checklist

***Payment Card Industry
Data Security Standard (PCI DSS)
PCI DSS Version 3.2***

Campus Merchant Requirements

Campus merchants have responsibilities to the UGA Credit Card committee in order for the University to maintain PCI compliance.

Below references a list of items that are to be completed and provided by the designated point of contact for each merchant to the PCI Committee on an annual basis.

- ❑ Self-Assessment Question (SAQ)- CampusGuard Portal
- ❑ Maintain inventory of all devices, workstations, laptops used for inputting cardholder data.
 - a. Make/Model
 - b. Serial Number
 - c. Description of Use/Purpose
- ❑ Maintain daily Inspection Logs of all Payment Card Processing Equipment
- ❑ Maintain list of all software/websites/applications used for payment card acceptance in your department.
- ❑ Payment Card Handling/Authorization Data Flow Diagram
- ❑ Departmental Payment Card Procedures (to include incident response procedures, procedures for physical security of POS devices, etc.)
- ❑ Listing of all staff involved with accepting or handling payment cards.
- ❑ Documented training of all staff members upon hire, and annually thereafter- see PEP UGA PCI Training Course
- ❑ Documented staff acknowledgements of Payment Card Security Policy- see also PEP UGA PCI Training Course
- ❑ Annual Service Provider compliance review- work with Bursar's office

*CampusGuard provides templates to assist in document creation. You can find these templates and other useful information in the **CampusGuard Portal** in the **Library** section.*