

RESPONSIBILITIES OF CREDIT CARD HANDLERS AND PROCESSORS

AS539

As a credit card handler or processor, I agree to abide by the provisions in this document. If I need further clarification, I will refer to FASOP: AS-22 3& UHGLW & DUG 0HUFKDQW 3ROLF\ '

I will NOT DO the following:

1. \$FTXLUH RU GLVFORVH DQ\ FDUGKROGHU¶V FUHGLW FDUG LQIRUPDWL not limited to the full or partial sixteen (16) digit credit card number, three (3) or four (4) digit validation code (usually on the back of credit cards), or PINs (personal identification numbers).
2. 7UDQVPLW FDUGKROGHU¶V Via Fax. FDUG LQIRUPDWLRQ
3. Electronically store on a University computer file or server any credit card information.
4. Use an imprint machine to process credit card payments. (An imprint machine is a non-electronic portable GHYLFH WKDW VOLGHV RYHU D display the full 16 digit credit card number on the Q G

I will DO the following:

1. As a condition of my employment, I agree to complete a background check at any time, within the limits of local law.
2. Change a vendor-supplied or default password if I have access to a computer which stores, transmits, or handles credit card information.
3. Password-protect my computer if I have access to credit card information on a computer.
4. Escort and supervise all visitors including LSU personnel in areas where cardholder information is maintained. -

mail to bursar@lsu.edu and via phone to (225) 578-3357

- c. Chief IT Security and Policy Officer via e-mail to security@lsu.edu and via phone to (225) 578-3700
This report must not disclose via fax or e-mail credit card numbers, three or four digit validation codes, or PINs. The report must include a department name and contact number.

(P S O R \ Signature

Print Name

Date

6 X S H U Y Signature

Print Name

Date

FOR ACCOUNTING SERVICES USE ONLY

Processed by _____

Date _____