



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Associate Vice President, Financial
Operations
Responsible Office: Treasury
Management
Last Revised Date: August 29, 2017

PAYMENT CARD ACCEPTANCE AND DATA SECURITY

Policy Statement

Credit and debit cardholder data information is regulated information that must be appropriately secured. The university is required to be compliant with the Payment Card Industry (PCI) Data Security Standards, and is committed to providing a secure environment to protect against both loss and fraud related to cardholder information. This compliance includes securely processing, storing, transmitting and disposing of credit card and debit cardholder information.

Reason for Policy

The purpose of this policy is to promote protection of cardholder data in accordance with the [Payment Card Industry Data Security Standard \(PCI-DSS\)](#). Failure to comply with the PCI-DSS standards may result in fines, loss of ability to process payment cards, and reputational damage to the university.

Who is Governed by this Policy

Faculty, staff, students and external entities that intend to use GW Technology Services

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Policy

Cardholder data is designated as regulated data per the [Information Security Policy](#). University offices and members of the university community involved in processing payment card transactions are responsible for protecting such data, and for following the information security practices and policies set forth herein, including those referenced under the Related Information section below.

Treasury Management is responsible for issuing all credit card merchant identification accounts, for arranging GW-approved payment card acceptance services, and for approving payment card procedures. University offices may not collect, process, store, transmit or display payment card information without advance approval from Treasury Management. This requirement applies to all payment card transactions whether conducted in person, via telephone, facsimile, mail, internet, or through a university-approved third party vendor on behalf of a unit.

University offices with a business need to process payment card transactions must contact Treasury Management in advance of accepting any payments to obtain a merchant identification account, training, and the appropriate GW approved secure payment processing method(s).

Any university office that manages or contracts with external users, including but not limited to tenants, caterers, business establishments, volunteer organizations, or event organizers that intend to use external payment card services, must also contact Treasury Management to request a review and approval. Treasury Management and the Division of Information Technology will work together to ensure the external payment card service is acceptable to the university.

Definitions

Cardholder Information: Any information pertaining to a credit or debit card, including but not limited to: card number, cardholder name, card verification (CVC, CVV or CID) number (appearing on the back of most cards), expiration date, personal identification number (PIN), password, etc. Credit and debit cards include, but are not limited to those issued by Visa, MasterCard, Discover, Diners Club, and American Express. The GWorld Card is not a Payment Card.

Related Information

[Deposit of Checks, Cash and Credit Card Receipts Policy](#)

[Gift Processing Policy](#)

[Information Security Policy](#)

[Opening Bank Accounts Policy](#)

[Payment Card Industry Data Security Standard \(PCI-DSS\)](#)

[Records Management Policy](#)

[Signing of Contracts and Agreements Policy](#)

Contacts

Contact	Telephone	Email
Treasury Management	571-553-4216	treasury@gwu.edu
Division of Information Technology	202-994-4948	ithelp@gwu.edu

Document History

- **Last Reviewed Date:** March 29, 2018
- **Last Revised Date:** August 29, 2017
- **Policy Origination Date:** June 7, 2011

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.