

**CSU, Chico Credit Card Acceptance Business Process Inventory**

Division/ Department Name:	
Merchant ID	
Merchant ID Source	<input type="checkbox"/> MID issued to Chico State Tax-ID <input type="checkbox"/> E-Commerce outsourced with third party Merchant ID <input type="checkbox"/> Other _____
Financial Account Location (University, Auxiliary Organization)	
Business unit functional contact: :	
Title:	
Telephone:	
Responsible Administrator:	
Title:	
Telephone:	
Payment Card Brand	
Transactions/YR (#)	
E-Commerce Transactions/YR	

Certification:

The information contained in the attached assessment is provided as a fair and accurate representation of business processes surrounding credit card acceptance.

Certified by: _____ Date _____
Manager Signature

Please complete, sign, and return to:

Mark Hendricks
Information Security Officer
400 West 1st Street
Chico, CA 95929-0290
Phone: (530) 898-6212
Fax: (916) 898-4749



How to Complete the Electronic Credit Card Acceptance Business Process Inventory

This questionnaire is intended to document business unit (department/organization) credit card acceptance processes. Please submit one questionnaire per business unit (departments with multiple business units should submit multiple questionnaires). Please answer the following questions based on your business unit's credit card handling procedures and your relationship with your credit card processing service provider.

In addition to answering the questions below, please attach the following required documents:

1. Copy of your contract with your service provider.
2. Copy of the service provider Attestation of Compliance.
3. Copy of your Departmental credit card handling procedures.
4. Please provide a list and the role of all 3rd parties providing cardholder data storage, transmission or processing services?
5. Please, briefly describe how the cardholder data flow into your department/service from the time the customer provides it

Business Unit Information

Business Unit Name:		Customer web link::	<i>Customer URL for your product.</i>
Service Provider Company Name:		Service Provider Contact:	

Please briefly describe why your business unit is accepting credit cards electronically. What are your customers obtaining with their credit cards and what is your department's role in the payment flow (receiving credit card number or receiving transaction information or both)?

List All Card Acceptance Performed by the Business Unit:

1. How is the customer cardholder information received? (check all that apply and describe any other forms of acceptance)	
<input type="checkbox"/> Paper (via mail or in-person)	<input type="checkbox"/> Telephone. <i>Where is the card number recorded?</i>
<input type="checkbox"/> Computer Card Swipe	
<input type="checkbox"/> Terminal using phone line	<input type="checkbox"/> Other. <i>List all other types of electronic credit card acceptance</i>



<input type="checkbox"/> Point of Sale System. <i>Model:</i>	<i>processing.</i>
<input type="checkbox"/> E-Commerce Web	
<input type="checkbox"/> E-mail	
<input type="checkbox"/> FAX. <i>Number:</i>	

Card Processing:

If the customer cardholder information is received via Mail, e-mail, Paper, Card Swipe, or POS, how are the transactions processed?

<input type="checkbox"/> Payment application (In house)	<input type="checkbox"/> Other (Please Describe)
<input type="checkbox"/> Payment Gateway	
<input type="checkbox"/> Entered to a web interface	
<input type="checkbox"/> Don't Know	

If the customer cardholder information is received via Web Site, how are the transactions processed?

<input type="checkbox"/> Web application (In house)	<input type="checkbox"/> Other (Please Describe)
<input type="checkbox"/> Re-direct to Payment Processing Gateway	
<input type="checkbox"/> Entered to a web interface	
<input type="checkbox"/> Website hosted in house	
<input type="checkbox"/> Website hosting outsourced	
<input type="checkbox"/> Don't Know	

2. After the card is processed what do you receive back from processor?

<input type="checkbox"/> Full Card Number	<input type="checkbox"/> Other (Please Describe)
<input type="checkbox"/> Transaction Number	



<input type="checkbox"/> Last 4 Digits/First 6	
<input type="checkbox"/> Truncated Number	
<input type="checkbox"/> Don't Know	

Please list all application used to Process credit cards

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3. Please list all systems and database used to store credit cards?

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Please list all system used to transmit credit cards

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