A. PURPOSE

This Policy outlines the authority and responsibilities of university administrative personnel with regard to electronic payment services. As the need for electronic payment services may originate from a vendor or from a department within the University, this policy establishes the requirements to solicit and establish such services on behalf of the University.

B. POLICY STATEMENT

All University departments offering on-line or in-person payment options must use the payment gateway procured by the University. Exceptions to this policy are granted for the remaining term of any contractual agreements established prior to September 1, 2009.

Individual employees of the University have no authority to contract for electronic payment services on behalf of the University. If an individual employee executes a contract for such services on behalf of the University without express written authorization, the individual employee will be held personally liable.

C. PROCEDURES

Departmental Responsibilities: Any department requesting the ability to offer electronic payment options, including both on-line and in-person, must receive approval from the University Comptroller.

Department of Materiel Management Responsibility: All solicitations for services that include an ability to pay with a credit card must require the following:

1. the service provider will allow the University to use its own credit card service provider for all electronic payments, and
2. the service provider will have the ability to interface with all appropriate Banner modules.
Prior to a contract award, the University Comptroller and the Chief Information Officer, or their designated representatives, must review all responses to such solicitations to ensure that these conditions are met. If the conditions cannot be met, approval to proceed with the contract must be granted by the Executive Vice President, or designee. Additionally, if the exception pertains to the Banner interface, the Chief Information Officer must provide a date by which the Banner interface will be written and executed.

D. DEFINITIONS

**Electronic payments:** Electronic payments include credit cards, echecks and payments by any other electronic means.

**Payment gateway:** The payment gateway is an application service provider that is used to authorize payments and transfer information between a software application and the merchant provider. The payment gateway protects the data by encrypting sensitive information to ensure that it passes securely between the customer and the merchant and also between the merchant and the bank.

**Banner:** The integrated suite of enterprise-wide applications supporting the University’s student, finance, financial aid, and advancement systems.

E. APPROVAL AND REVISIONS

**Approved By:** Executive Vice President, September 1, 2009

**Revision #1:** Policy Committee, January 10, 2018

F. NEXT REVIEW DATE: January 2020