Application for a Third-Party Service Provider Payment Card Solution

Finance Area:

Vice President for Finance

Responsible or Contact Office/Role:

Financial Reporting & Operations (Payment Card Services)

Last Review Date:

August 8, 2018

Purpose

In accordance with University Policy FIN-037: Governance and Compliance Requirements for Payment Card Activities, the use of payment cards for collect funds through a third-party, requires review and approval by the appropriate University administrative offices. Approval is obtained through an interview and application process to assure compliance with University policy and PCI-DSS (Payment Card Industry-Data Security Standards) requirements.

Department Name: _____

Name of payment card process/event: _____

The business solution that the service provider will satisfy:

The individuals signing below have read and fully understand policy FIN-037: Governance and Compliance Requirements for Payment Card Activities and Third-Party Service Provider Guidance document and verified that the revenue has been authorized according to policy FIN-049: Revenue Generating Activities.

_____   _____
Signature – UVa Project Lead   Signature - Dean or Department Head

1. Is this an existing credit card process?   YES   NO

   Current Elavon Merchant account number: 8

2. Name Project Lead and email address:

   _____

3. List the solutions companies/products/processes with the website URL's:

   (For Eventbrite applications, CHECK HERE _____ and complete questions 4, 7, 8 and 12.

4. **For Eventbrite ONLY** – Provide PTAO where fees will be charged.

   And GL string where proceeds will be deposited by the department *(Currently, Eventbrite will send a payment every two weeks to the department. Make sure that you identify Rector and Visitors of the University of Virginia as the payee when setting up your event.)*

5. Provide the vendor's current attestation of compliance (AOC) or Report of Compliance (ROC).   Attached   Sent _____

6. Do the services that the third-party is providing fall within the scope of the services that they have attested to as compliant?   YES   NO

7. When does the process need to be operational?

   _____

   a. Is this a……   one time event or   ongoing (check one

   b. If one-time, what is the end date? _____

8. Who is the contact in Procurement or ITS?

   _____

9. Has the Third-Party or any of their Service Providers ever had a data breach?

   YES   NO   Provide details if yes.

10. Who will own the merchant account number?   Vendor   Elavon

11. Does the vendor currently interface with either Elavon or
    Nelnet/CommerceManager?   YES   NO

12. Who is the website developer (company and individual's name, contact

    information) or in-house person responsible for the website content?

                  _____

                  _____

                  _____

13. Where will the Payment Page reside?   Provide a card flow diagram.

    _____

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