



Any online payments must be processed through Payment Card Industry approved software that is validated by the PCI compliance team at ISU. All online payment vendors must be approved by the Associate Vice President for Financial Services division located in the Office of the Controller.

No university or organization owned computers, tablets, or phones should be used to store, process or transmit credit card information. Individuals making purchases ***must*** use their own device to make a credit card payment, if they are comfortable with the security their device provides.

Card swipes attached to cellphones or personal tablets are not permitted on campus.

How will credit card payments be accepted?

Online _____

In-person _____

If online,

Vendor URL for webpage _____

Name of vendor to be used _____

Name of service provider to be used to process credit card information _____

Owner of Merchant ID that will collect funds (Vendor or ISU) _____

Owner of bank account where funds will be initially deposited (Vendor or ISU) _____

Vendor contact name, email address, and phone number _____

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******Payment Card Industry (PCI) documentation, showing compliance, will be needed from the vendor. ******

If in-person,

Type of device is being used to accept credit card payments

Tablet _____

Cellphone _____

Credit card machine _____

Computer _____

Other _____

Owner of the device accepting credit card payments

Vendor/Organization headquarters _____

Indiana State University _____

Member of organization _____

Device connection method

Cellular Network _____

ISU network (wireless or hardwired) _____

Vendor/headquarter Cellular MiFi _____

Owner of account where funds will initially be deposited

Vendor/Organization headquarters account _____

ISU Agency account _____

Personal Account _____

Other _____