

MSU Credit Card Processing

Purpose

The purpose of this policy is to define the guidelines for accepting and processing credit cards.

Policy

All credit card transactions processed by MSU employees must meet the standards outlined in the policy:

- a. Credit card information should be accepted online, by telephone, mail, or in person. This information should not be accepted via e-mail and departments should not e-mail credit card information.
- b. Cardholder data must not be stored physically or electronically.
- c. Credit card information should only be retained for the time needed to process.
- d. Credit card information, if it does not need to be retained, should be destroyed. Information should be destroyed by shredding (cross-cut) immediately after processing.
- e. Credit card receipts may only show no more than the last four digits of the credit card number. If receipts show more than the last four digits, the receipts must be shredded. All employees having the authority and or ability to process credit card transactions are required to take PCI training annually.

Exceptions to the policy may be granted by the Vice President for Business Affairs.

Adopted: May 4, 2009

Revised: January, 2024

Sponsor: Vice President for Business Affairs