Acceptance of Payment Cards by Non-WSU Merchants

Businesses or merchants that have limited authorization to sell products or services on the Wichita State University campus(s) who intend to accept credit or debit card payments must read and sign this document. Return completed document to Financial Operations, c/o PCI Committee Chairperson, 1845 Fairmount, Campus Box 38, Wichita, KS 67260-0038 or creditcards@wichita.edu. For all questions regarding payment card processing at Wichita State University, email creditcards@wichita.edu.

Wichita State University supports and abides by standards established by the PCI Security Standards Council, the Payment Card Industry Data Security Standards (PCI-DSS). WSU's policy regarding the security of card data can be found in the Security of Credit Card Data Policy in WSU Policies and Procedures, Section 13.14 at https://www.wichita.edu/about/policy/ch_13/ch13_14.php. All entities that accept credit or debit card payments must be compliant with PCI-DSS. Details can be found at www.pcisecuritystandards.org.

As the representative for the entity listed below, please read and acknowledge the following:

- WSU does not permit the use of WSU network facilities by non-University departments or units to process payment cards. The merchant listed below, and/or I, agree not to use WSU's network (wired or wireless) to transmit cardholder data to a card processor.
- I understand that according to PCI-DSS, the merchant of record is fully responsible for the protection of cardholder data which includes the card number and security code.
- As an authorized representative of the merchant, or as an independent sales representative, I accept full responsibility for the protection of cardholder data.
- The merchant listed below, and/or I, agree to hold WSU harmless and indemnify WSU in the event of a breach of cardholder data.

Merchant Name _____

Representative's Signature _____

Representative's Phone Number _____