TECHNOLOGY FOR ELECTRONIC PAYMENTS POLICY

Category: Computing and Instructional Technology
Responsible Office: Offices of Chief Information Officer &
Finance and Management

Date Established: 06/15/2015
Date Last Revised: 05/20/16
Date Posted to Library: 04/01/2016

POLICY SUMMARY

The purpose and scope of this policy is to define the appropriate technology and appropriate administrative procedures as they pertain to the use of technology in collecting electronic payment. It is the intent of this policy to ensure best practices are implemented and maintained to provide Payment Card Industry (PCI) compliance, data security, and functionally appropriate user interfaces to collect funds and secure user payment information.

POLICY

Policy Statement

Any online collection of funds must use the campus supported technological solution unless prior joint approval has been granted from Resources for Information, Technology and Education (RITE) and Finance and Management.

The website landing page from which the payment page is launched shall be reviewed for security and compliance by RITE for any online collection of funds, whether it is the campus supported solution or a third party solution.

Background

Campus business practices require attention to the following:

- All expense items including processing fees must meet a reasonableness test. Processing fees as well as services for campus-supported technology solutions have been negotiated through procurement teams and meet the reasonableness test.
- Incoming funds are processed directly to an authorized SUNY Buffalo State or campus entity bank account. Third party receipt of funds should be avoided unless SUNY Buffalo State is procuring a service with a vendor, and it is a contractual requirement.
- Campus accounting resources devoted to monitoring, maintaining and disbursing incoming electronic payments to accounts is limited. As such, the number of electronic payment processors need to be limited.
- An assigned contact agent with the electronic processing company is a necessity.
- Assurance of PCI compliance.

Applicability

This policy applies to faculty and staff collecting payments electronically on behalf of SUNY Buffalo State.

Definitions

<u>Authorize.net</u> – A third party solution

<u>Nelnet</u> – The current campus supported solution

<u>PayPal</u> – A third party solution

<u>PCI compliance</u> – The Payment Card Industry (PCI) has a series of data security standards required by SUNY's Information Security Guidelines

<u>Third Party Solution Contact Agent</u> – A vendor contact to whom the account will be assigned

Responsibility

Chief Information Officer
Vice President of Finance and Management

Procedure

To implement the campus-supported solution a request must be made to the RITE Support Desk a minimum of 60 days prior to the collection of funds. The requestor must:

1. Describe the event or reason for funds collection
2. Estimate the amount to be collected
3. Cite the SUNY Buffalo State or campus entity account to which funds will be deposited.

If the campus supported solution is not chosen joint approval of a third party solution must be sought in writing 60 days prior to the collection of funds. An email should be addressed to the Chief Information Officer and to the Comptroller requesting approval. This email must:

1. Describe why the campus authorized solution does not meet current needs
2. Describe the event or reason for funds collection
3. Estimate the amount to be collected
4. Identify the PCI compliant third party online collection solution
5. Identify the SUNY Buffalo State or campus entity account to which funds will be deposited
6. Include contact information for the third party contact agent to whom the account will be assigned.

RELATED INFORMATION
Related Link:
   PCS SSC Data Security Standards Overview

CONTACT INFORMATION
   Resources for Information, Technology
    and Education (RITE)   Phone: (716) 878-3697
   Cleveland Hall, Room 515   Website: http://RITETeam.buffalostate.edu/
   1300 Elmwood Avenue   E-mail: RITE@buffalostate.edu
   Buffalo, NY 14222

 REVISION HISTORY

   Date of change: 05/20/16
   Brief description of edit: Editorial changes relating to RITE reorganization.

APPROVAL

   Approved prior to 2016