

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: 02/06/2020
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 Information Technology (IT) and Finance and Management.

The website landing page from which the payment page is launched shall be reviewed for security and compliance by IT 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

Authorize.net – A third party solution

Nelnet – The current campus supported solution

PayPal – A third party solution

PCI compliance – The Payment Card Industry (PCI) has a series of data security standards required by SUNY's

Third Party Solution Contact Agent – 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 Information Technology (IT) 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

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REVISION HISTORY

Date of change: 02/06/2020
Brief description of edit: Editorial changes related to divisional reorganization and document accessibility.

APPROVAL

Approved prior to 2016