NC STATE UNIVERSITY
University Controller's Office
Internal Administrative Procedures

Procedure Number: GA-CM-MS-04
Procedure Title: Changing an Existing Merchant Account

History: March, 2014

Procedures:

To request changes to an existing merchant account, contact Merchant Services in the Controller's Office to review the current payment process and discuss the new payment method you would like to implement.

A review and approval of changes to the payment process should be obtained prior to entering or signing any contracts or the purchase of any equipment or software. The review will be performed by the PCI Working team which includes members from the Controller's Office, Office of Information Technology and Enterprise Application Systems.

Nelnet is the University's Payment Gateway and is required to be used for all electronic credit card transactions. Please see REG 07.30.04 - Receipt Centers - Request for Authorization for more information.

A new Payment Card Industry (PCI) Self Assessment Questionnaire (SAQ) needs to be completed when a change in the payment process is planned. SAQ's must be emailed to merchantservices@ncsu.edu before the merchant begins accepting transactions through the new payment process. Please see GA-CM-MS-07, Maintaining Payment Card Industry (PCI) Compliance, for more information.

Internal Administrative Procedures Approved By:

Name of Person	Date
Associate Controller: Heidi Kozlowski	April, 2014
University Controller:	