University Controller's Office
Internal Administrative Procedures

Section: General Accounting
Function: Cash Management
Person Responsible: Heidi Kozlowski

Procedure Number: GA-CM-MS-09
Procedure Title: Retention and Truncation

History: March, 2014

Procedures:

To protect cardholder data and prevent a security breach, Payment Card Industry Data Security Standards (PCI DSS) must be followed for the processing or retention of a cardholder's account number.

The customer's copy of a credit card transaction cannot contain the full card number and expiration date. Only the last four digits of the card number may be printed. The merchant's copy of the receipt may or may not contain the full card number and expiration date, and should only contain the full number and expiration date if there is a business reason for doing so. The business processes for collecting, storing, and disposing of this information must be submitted to Merchant Services in the Controller's Office. The merchant copy of the receipts must be kept in a secure place (i.e. locked cabinet with minimal access) for eighteen months. At the end of the eighteen months, the receipts should be destroyed. The only PCI compliant methods to destroy cardholder data are cross-cut shredding, incinerating, or pulping.

Merchants may not store or retain in any form the following: the 3-digit Card Validation Value or Code (CID/CAV2/CVC2/CVV2) located on the back of the card within the signature panel, and magnetic stripe data (CAV/CVC/CVV/CSC). In the case of internet transactions, cardholder account numbers must always be encrypted.

Point of Sale Computer Terminal:

The merchant is responsible for all software used in a point-of-sale computer terminal application. The software and configuration must be compliant with the Payment Card

Industry Data Security Standard, and if applicable the Payment Application Data Security Standard, and its use must be approved by the Controller's Office and Information Security Office. See GA-CM-MS-02 -Applying for a Merchant Account, or GA-CM-MS-04 – Changing an Existing Merchant Account for information related to establishing a new account or changing an existing account.

Internal Administrative Procedures Approved By:

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