



## *Application for Exception from Use of University Preferred Electronic Payment Service*

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The preferred electronic payment service employed by the University is Touchnet. Any university department, faculty, staff, students, temporaries, vendors, or associated entities that desire to use an alternate processing service must provide the following information for review:

- Justify why using Touchnet is not in the best interest of the university.
- Select an approved Payment Card Industry (PCI) compliant vendor from <http://usa.visa.com/download/merchants/cisp-list-of-pcidss-compliant-service-providers.pdf>, or submit a copy of the proposed vendor's Certificate of PCI Compliance validated by an approved scanning vendor.
- Provide technical documentation demonstrating how the credit cards will be processed, how data will be transmitted across networks, and how any data will be stored and destroyed.
- Specifically identify any university systems that will be used to store, process or transmit card data.

Forward requested information to:

Kathy Williamson  
Director of Financial Services  
SFA Box 6108