



Procedure for Paper Documents Containing Cardholder Information Purpose

Area: Credit Cards

Title: Safeguard Cardholder Data for UWF Credit Card Customers

Reference: Payment Card Industry (PCI) Security Standards Council State of Florida, General Records Schedule GS1-SL, Item #365

Procedures:

- Cardholder data is defined as the Personal Account Number plus expiration date, cardholder name and/or service code.
- Departments should not create documents containing cardholder data unless necessary and pre-approved by the University Controller or designee.
- Cardholder data should not be included in email or other electronic messages.
- Documents containing cardholder data should be identified as confidential and be kept secure at all times (see note below). These documents should be stored in a locked area with limited access, and should only be accessed on a need to know basis.
- The record custodian should maintain accurate inventory records of all documents containing cardholder data (see note below). The custodian should conduct an annual physical inventory of all documents containing cardholder data.
- Documents containing cardholder data should be transferred only when necessary, and a record of the transfer retained by both parties.
- Management approval must be obtained prior to the movement of all documents containing cardholder data to external parties. Use of a secured courier or other delivery method that can be accurately tracked should be used when documents containing cardholder data must be transferred to external parties. Please contact Financial Services for information on acceptable methods.
- Requirements for the retention, storage and disposal of documents containing cardholder data should be coordinated through the UWF Records Management Department in compliance with University policy and Florida Statute.

Notes:

Financial Services has developed the following recommended forms to help record credit card charges and document inventories, which are located on the [PCI Compliance web page](#):

- Credit Card Telephone Log
- Credit Card Receipt Documentation
- Credit Card Document Inventory

Questions/ Concerns:

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<http://uwf.edu/records>