



UNIVERSITY OF OREGON

MEMORANDUM

July 16, 2007

To: Deans, Directors and Department Heads

From: Kelly B. Wolf, Director of Business Affairs

Re: Inventory of Credit Card Activity

Visa, MasterCard, US Bank, and the Office of the State Treasurer (OST) consider universities to be at "high risk" for payment card data compromises due to the number of breaches reported during the past two years. For a chronology of breaches, see <http://www.privacyrights.org/ar/ChronDataBreaches.htm#CP>.

To address this risk, OST has asked all universities and state agencies to inventory their credit card activities and perform an annual risk assessment. In July and August, a team from Business Affairs will consult with your staff to improve credit card security and answer the following inventory questions:

1. Are transactions conducted over the counter, phone, and/or internet?
2. Are third-party vendors involved in processing credit cards?
3. Is cardholder data stored, processed, or transmitted on the university network?

Departments using third-party software not already approved by the Oregon State Treasury will be asked to complete a vendor prequalification form in accordance with Cash Management Policy 02 18 14. Use of certain third-party vendors, such as PayPal, is prohibited by OST because credit card proceeds must be deposited directly into a recognized Oregon depository. If your department is using a payment processor that is not approved by OST, please notify Business Affairs immediately so that we may assist you in transitioning to an approved third-party vendor.

For many years, Business Affairs has assisted campus departments in securely processing credit cards in person, over the phone, and on the internet. QuikPAY is an OST-approved service we use for most student and department online transactions. We recently began promoting viaKLIX, a web-based point of sale solution departments can use instead of Hypercom terminals. viaKLIX is less expensive, payments and refunds can be securely processed from any PC, and online reporting is provided.

For more information about ePayment and Credit Card Processing Services, see <http://baowww.uoregon.edu/ecommerce/index.htm>

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