To: UCSC Student Business Services / Campus Controller’s Office:

**Confirmation of Ecommerce ONLY Credit Card Environment**

This is to confirm the method by which credit cards will be processed by [DEPARTMENT NAME]. We will only be accepting credit cards through an Ecommerce platform, observing the following:

1. No credit card processing terminals exist in the [DEPARTMENT NAME] facilities
2. Credit card information is not written down
3. Credit cards are not processed by any other method  
   (I.E. imprint machine, phone, walk-in, apps, virtual terminals, etc.)

Print Name: Department Head or Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Department Head or Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_