Training & Policy Certification

Review of PCI compliance and annual training is an important step in insuring PCI DSS standards are upheld and helps in securing the cardholder environment. PCI and Cyber Security training are required to be completed annually. Training, and all relevant polices, should be reviewed annually or whenever the credit card environment changes. If there are significant changes to the environment, or you will be switching to a new credit card processor, you must inform the Payment Card Coordinator immediately so a new review can be completed of the cardholder environment and the department can re-certify its compliance. Full compliance must be maintained at all times. This form is to be completed by the PCI Coordinator and Department Head and submitted with other PCI documents in Coalfire One when completing the yearly SAQ. If you have any questions or concerns please contact the Payment Card Coordinator at 831-502-8588 or merchantservices@ucsc.edu.

PCI Departmental Coordinator & Department Head Acknowledgement

I have read the Payment Card Merchant Policy (Policy ACG0025) and the UCSC Payment Card Merchant Guide and understand the responsibilities that come with acceptance of credit cards at UC Santa Cruz. I recognize that I must maintain full PCI DSS compliance at all times. I also confirm that all staff within my department have completed the UC Cyber Security Awareness Training online required by UCSC and UCOP as well as all staff that interact with, or work within, the cardholder environment have been trained in departmental and university wide PCI policies and procedures.

Merchant name: _____

Merchant ID: _____

_____   _____   _____
Signature Departmental PCI Coordinator   Printed Name   Date

_____   _____   _____
Signature Department Head   Printed Name   Date