



UNIVERSITY OF OREGON

To: Deans, Directors, and Department Heads  
Campus Budget Managers  
Campus IT Directors

From: Kelly B. Wolf, Associate Vice President and Controller

Date: February 9, 2016

Re: Annual Merchant Self-Assessment

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During calendar year 2015 university merchants accepted 680 thousand credit card payments totaling \$53M.

The university remains a level 3 merchant processing under 1M VISA transactions annually.

Large volume university merchants:

University Merchant	Dollars	Transactions
Athletics	\$40M	188K
Conference Svs/ Acad Ext	\$3M	7K
Housing/Dining/Catering	\$2M	285K
Enrollment Mgt/ App Fees	\$1.8M	35K
Campus eCommerce/ Gradweb	\$1.7M	10K
Parking	\$1.3M	97K
EMU	\$0.5M	30K

Partner Nelnet Business Solutions accepted an additional 24 thousand online tuition related credit card payments on behalf of the university totaling \$25M, charging each payer a 2.75% service fee with each transaction.

Card acceptance has inherent risk. A data breach can have a significant financial impact and cause reputational damage.

The university Payment Card Acceptance policy prohibits electronic storage of customer card data on the university network, and processing card data on a university computer without a compelling business reason:



<http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/payment-card-acceptance>

Our policy also requires Business Affairs approval before engaging a third party to process credit cards on the universities behalf.

Business Affairs provides next day online payment services at no cost with automatic deposit in Banner. To begin accepting credit cards online or in person complete this form:

<https://forms.uoregon.edu/form/launch/payment-card-acceptance-request>

All merchants (worldwide) must validate their compliance status with Payment Card Industry Data Security Standards (PCI DSS) annually.

University merchants will perform their self-assessment this year by **March 31, 2016**.

The university contracted with Campus Guard, a Qualified Security Assessor (QSA), for support and use of their portal. All campus merchants will self assess using the **Campus Guard portal** this year. Portal training will be provided in late February.

To comply with PCI DSS requirement 12.6, all university employees directly or indirectly involved in credit card processing or security can register for the Annual **PCI Security Awareness Training** in Making Tracks:

[https://odt.uoregon.edu/registration/course\\_view.php?crse\\_id=522](https://odt.uoregon.edu/registration/course_view.php?crse_id=522)

A list of university merchants and responsible budget manger is attached (Appendix A).

For assistance with accepting credit cards, or questions about the annual PCI self-assessment process, please contact Mark McCulloch 6-6249, [mmccullo@uoregon.edu](mailto:mmccullo@uoregon.edu)

## Appendix A

VP/Dean	MID	DBA Name	Doc #	Transactions	Dollars	Payment Method	SAQ	Budget Manager
Athletics	9508104826	UNIVERSITY OF OREGON ATHLETICS	5038	59937	\$19,901,546	eCommerce Spectra eVenue	A	Mary Ellen Mansfield
Athletics	0000010991	U OF O ATHLETIC 05004	5004	40134	\$17,526,012	Terminal IP Vx520 (2) and Spectra VT	C-VT	Mary Ellen Mansfield
Athletics	8024035068	UO MOSHOFSKY FOOD SRVS	5086	34577	\$1,083,803	Terminal IP	B-IP	Mary Ellen Mansfield
Athletics	8014759164	UO ATHLETIC CAMP REGISTRATION	5076	4692	\$945,071	eCommerce Converge	A	Mary Ellen Mansfield
Athletics	8020987304	UO ATHLETIC AUTZEN	5027	3594	\$611,924	POS Micros/FreedomPay	P2PE	Mary Ellen Mansfield
Athletics	8018941602	UO ARENA FOOD SERVICES	5083	28648	\$365,089	POS Micros/FreedomPay	P2PE	Mary Ellen Mansfield
Athletics	8028238841	UO JAQUA CAFE	5091	20956	\$90,043	Terminal IP	B	Mary Ellen Mansfield
Athletics	8016825401	UO ATHLETICS CONCESSIONS	5013	79	\$10,026	Terminal IP	B-IP	Mary Ellen Mansfield
Athletics	8024027412	UO ATHLETICS SA TRAIN	5017	139	\$2,559	Terminal IP Vx520	B-IP	Mary Ellen Mansfield
CAS	8027147126	UO HPHY BSSC	5089	10	\$1,058	Terminal Cellular iWL 250G	B	Sherri Nelson
CAS	0000403998	UO AMERICAN ENGLISH 5018	5018	12	\$1,350	Terminal Analog Vx520	B	Sherri Nelson
COE	8023136859	U OF O PBIS APPS	5019	1001	\$415,092	eCommerce Authorize.NET	A	Chris Krabiel
COE	8019444291	UO YOUTH ENRICH AND TAG	5085	493	\$333,008	eCommerce RegOnline/Authorize.NET	A	Chris Krabiel
COE	9503876592	UO HEDCO CLINIC	5025	1612	\$41,623	Terminal Analog Vx520	B	Chris Krabiel
COE	8013677706	UO OREGON CIS	5072	21	\$30,788	Terminal Analog Vx520	B	Chris Krabiel
COE	2211700998	INTO CAREERS	5022	11	\$7,550	Terminal Analog Vx520	B	Chris Krabiel
Enrollment Mgt	8002484684	U OREGON APPLICATION FEE	5050	22942	\$1,336,350	eCommerce NBS QuikPAY	A	Lynn Egli
Enrollment Mgt	8027153561	UO ENROLLMENT MGMT	5090	3436	\$38,211	Terminal Analog	B	Lynn Egli
Enrollment Mgt	0000288993	UO TRNSCRPT 05007	5007	542	\$18,857	Terminal Analog Vx520	B	Lynn Egli
Enrollment Mgt	0000266999	U OF O ADMISSIONS 5016	5016	142	\$7,430	Terminal Analog Vx520	B	Lynn Egli
Finance and Admin	8002484676	U OREGON ONLINE PAYMNT	5051	15149	\$1,721,376	eCommerce NBS QuikPAY	A	Lynn Egli
Finance and Admin	9504697526	UO PARK OFFICE	5030	4905	\$613,828	Terminal Analog		Gwen Bolden
Finance and Admin	8002484759	U OREGON STUDENT PMT	5049	8487	\$380,701	eCommerce NBS QuikPAY	B	Mark McCulloch
Finance and Admin	8002484726	U OREGON STUDENT ACCT	5047	19654	\$322,522	eCommerce NBS QuikPAY	A	Mark McCulloch
Finance and Admin	8015894580	UO PARKING WEB	5079	5936	\$312,899	eCommerce Converge	A	Gwen Bolden
Finance and Admin	8016539309	UO PARK PAYSTATIONS	5081	81455	\$300,513	Terminal T2 Luke Pay Stations	A	Gwen Bolden
Finance and Admin	0000392993	UO COLLECTIONS DEPT.	5002	293	\$257,273	Terminal Analog Vx520	B-IP	Krista Borg
Finance and Admin	8019072746	UO PARKING GARAGE	5084	4271	\$32,421	POS Amano McGann Gate	B	Gwen Bolden
Finance and Admin	8013453579	UO LOANS	5069	31	\$12,200	Terminal Analog Vx520	C	Krista Borg
Finance and Admin	8028247222	UNIV OREGON POLICE	5092	324	\$5,460	Terminal Analog	B	Andre Leduc
Finance and Admin	8022468212	UNIV OF OR CASHIERS	5008	68	\$2,043	Terminal Analog Vx520, and Cellular iWL 250G	B	Krista Borg
Finance and Admin	8028973181	UO MOBILE PARK	5094	0	\$0	eCommerce Parkmobile	B	Gwen Bolden
LCB	8003272609	UO OREGON EXECUTIVE MBA	5053	15	\$29,321	Terminal Analog	A	Carol Jones
Provost	8012594829	UO CONFERENCE SVCS 8002806218	5065	4805	\$1,581,510	eCommerce Converge	B	Karen Jefferis
Provost	8013533941	UO ACADEMIC EXTENSION	5070	1925	\$1,337,755	eCommerce Converge	A	Karen Jefferis
Provost	0000305995	UO ACADEMIC EXTENSION	5003	578	\$234,178	Terminal Analog Vx520, and Cellular iWL 250G	A	Karen Jefferis
Provost	0000351999	OR BACH FESTIVAL 05010	5010	220	\$79,724	Terminal Analog Vx520	B	Karen Jefferis
Provost	8001855397	UO JORDAN SCHNITZER MUSEUM OF AR	5044	1661	\$60,895	Terminal Analog	B	Karen Jefferis
Provost	0000029991	U - O MSM NTRL HST 05006	5006	1884	\$44,551	Terminal Analog Vx520 (2)	B	Karen Jefferis
Provost	8021034858	UO PORTLAND	5087	71	\$8,697	eCommerce iModules/Converge	B	Karen Jefferis
Provost	8022096583	UO PORTLAND	5088	20	\$4,346	Terminal Analog	A	Karen Jefferis
Research	9507992031	U OF O NEUROSCIENCE/ZIRC/IMB	5036	305	\$138,523	Terminal Analog Vx520	B	Heidi Sann
Student Life	0000348995	UO UNIVERSITY DINING	5011	109195	\$632,745	Terminal IP Vx520	B	Kathie Stanley
Student Life	8014176864	UO PE AND REC SPORTS	5075	9751	\$556,195	Terminal IP Vx520 (2)	B-IP	Kathie Stanley
Student Life	8023071635	UO UNIVERSITY CATERING	5014	1197	\$390,592	Terminal IP Vx520, and Cellular iWL 250G	B-IP	Kathie Stanley
Student Life	8006277761	UO LILLIS CAFE	5054	76152	\$269,064	Terminal Analog	B-IP	Kathie Stanley
Student Life	0000423996	EMU TICKET OFFICE 05021	5021	3702	\$234,699	Terminal Cellular iWL 250G, and POS Micros/FreedomPay	B	Kathie Stanley
Student Life	8010093873	UO DAILY GRIND	5058	52562	\$187,978	Terminal Analog	B	Kathie Stanley
Student Life	8011155408	UO AAA CAFE	5060	41817	\$149,710	Terminal Analog	B	Kathie Stanley
Student Life	8023072088	UO UNIVERSITY HOUSING	5012	431	\$146,329	Terminal IP Vx520	B	Kathie Stanley
Student Life	8015339719	UO COE CAFE	5077	3592	\$137,154	Terminal Analog	B-IP	Kathie Stanley
Student Life	9503832231	U OF O CAMPUS CASH #5024	5024	2413	\$76,008	POS Micros/FreedomPay	B	Kathie Stanley
Student Life	8012217769	CRAFT CENTER WEB	5063	1039	\$63,437	eCommerce Authorize.NET	P2PE	Kathie Stanley
Student Life	8012217744	UO EMU TICKET OFFICE WEB	5062	1253	\$54,475	eCommerce Authorize.NET (Stopped use in July 2015)	A	Kathie Stanley
Student Life	8014098670	UO EMU OUTDOOR PROGRAM	5073	1851	\$50,377	Terminal IP Vx520	A	Kathie Stanley
Student Life	8028947961	EMU CRAFT CENTER	5093	3	\$0	POS Micros/FreedomPay	P2PE	Kathie Stanley