What are the departmental credit card processing requirements?

Tell Me

All units processing electronic payments are responsible for completing specific merchant requirements.

All electronic payment processing units must:

1. Receive approval for processing from the eCommerce Office (eCO).
2. Have a merchant account or an approved alternate process.
3. Receive approval from the eCO and Information Technology Services (ITS) before entering into contracts or purchases (equipment and software) related to card processing.
4. Take credit card information on an approved secure website, or through an approved 3rd party processor, if processing credit card transactions online.
5. Comply with the PCI DSS and validate compliance to that standard.
6. Meet the University requirement for payment card processing.

Key Resources

- Payment (Credit/Debit) Card Processing Standard
- Payment (Credit/Debit) Card Processing Procedures
- Requirements for Payment Card Processing

Related FAQs

- Why do UNC Charlotte eCommerce merchants have to comply with PCI DSS?
- Why am I required to sign the back of my credit card?
- How do I know which eCommerce access to request for a new user?
- May anyone on campus accept credit cards?
- How do I begin the process to start accepting credit cards?