



The Department of _____ has been approved to become a Cash Collection Center on behalf of Wayne State University.

As an approved Cash Collection Center I agree to abide by the provisions in this document. If additional clarification is needed, I will refer to the Wayne State University Cash Collection and E-Commerce Policy and Procedures located at: <http://fisopsprocs.wayne.edu/appm/index.htm#1.7.1.htm>

Security Agreement Terms and Conditions

- ✓ Agree to comply with all provisions of the Cash Collection and E-Commerce Policy & Procedures _____
Initials
- ✓ Agree to inform and obtain signatures of all department staff responsible for processing or handling credit card or check payments information of the Cash Collection and E-Commerce Policy & Procedures. _____
Initials
- ✓ Agree to utilize the standard E-Commerce platform provided by the university to secure online payment information (unless a prior approval is granted to use another system) _____
Initials
- ✓ Agree to comply with all online banking and merchant credit card regulations including Payment Card Industry Data Security Standards (PCI DSS). (Refer to Link for Specific requirements). _____
Initials
- ✓ Agree to display the University Privacy Statement (Link to statement) on your departments/unit's web page (if applicable). _____
Initials
- ✓ Agree to engage Marketing or Computing and Information Technology Offices (C&IT) if needed, in the creation or refinement of the department/unit website. _____
Initials
- ✓ Agree to contact the office of the Controller to establish account numbers to record the revenue (if needed) _____
Initials
- ✓ Agree to develop written procedures to document appropriate internal controls for the collection of university funds and annual training of staff engaged in Cash Collection and/or E-Commerce activities (see section of Internal Controls); _____
Initials
- ✓ Agree to assume responsibility and liability for the security of all sensitive data, including any monetary loss suffered by the University due to the theft or improper use of customers; credit card or bank account information. _____
Initials

Signature of Department Director _____ Date _____

Signature of Processor _____ Date _____