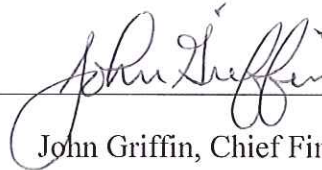


The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Policy Number: CO014

Date: March 1, 2009

Revised On: June 22, 2012



John Griffin, Chief Financial Officer

Title: Credit Card Security Procedure

The purpose of this document is to describe the responsibilities one assumes when one undertakes the collection, processing, storage, or dissemination of other peoples credit card data.

All credit card data printed on paper or received by fax must be protected against unauthorized access.

- Do not keep complete credit card numbers or copies of credit card payment slips containing the complete credit card number on file.
- Do not enter or store credit card numbers in departmental databases, including computer hard drives, CD's, disks, and other external storage media.
- Do not transmit credit card data via e-mail or the internet unless the connection is secure or the information encrypted.
- Shred any existing paper documents that contain complete credit card data. Do not discard in the trash.
- Delete complete credit card data from existing electronic databases, including computer hard drives, CD's, disks, and other external storage media.
- Do not publicly display complete credit card data or leave unattended, even on your desk or the desk of a co-worker.
- Do not disclose credit card data.

I have read and understand the above procedural guidelines. I agree to follow them and make every effort to protect any and all credit card information I encounter.

Signed

Date



Procedure Number: CO0015

Date: February 25, 2010

Reviewed: June 18, 2012


John Griffin, Chief Financial Officer

Title: Procedure for taking payments for and loading Dining Dollars to Meal Plan Cards.

Statement

This procedure is established to document the process and reconcile the amount of Dining Dollars when they are added to Meal Plan accounts.

Purpose

To provide The University Corporation, (TUC), with a) the procedure for the Meal Plan Administrator to add Dining Dollars to Meal Plan accounts and b) the Meal Plan Supervisor verifies that the amount purchased is equivalent to the amount added.

Procedure

Complete the Request to Buy More Dining Dollars form

1. Cash and Check Payments

- a. The customer fills out the correct form showing the amount of Dining Dollars purchased and payment method.
 - i. See Attached Form A for Request to Buy More Dining Dollars
- b. The Meal Plan Administrator takes the form and cash or check.
- c. The Meal Plan Administrator rings up the sale on the cash register, and closes the transaction to the appropriate form of tender (cash or check).
- d. 3 copies of the receipt are printed.
- e. The customer receives one copy.
- f. The second copy of receipt is kept in the customer's file.
- g. The third copy is kept for end of day reconciliation.
- h. Cash and checks collected are kept in a locked box during the day.

2. Credit Card Payment

- a. The customer fills out the correct form showing the amount of Dining Dollars purchased and payment method.
 - i. See Attached Form A for Request to Buy More Dining Dollars
- b. The Meal Plan Administrator rings up the sale on the cash register.
- c. The Meal Plan Administrator charges the credit card on the cash register.
- d. 3 copies of the receipt are printed.