

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Authorizing Third Party Service Providers in Compliance with Payment Card Industry Data Security Standards (PCI DSS)

NUMBER: Policy VIII-04-3

POLICY

To add a new Service Provider, a department must:

1. Discuss the reasons for adding the Service Provider with the Controller or Vice President for Finance and Administration.
2. The credentials of the Service Provider must be researched. To be considered, the Service Provider should be a Level 1 processor and be named on the list of processors approved by Visa and MasterCard.
3. Obtain a copy of the proposed contract from the Service Provider.
4. Submit the contract to the Controller and Vice President for Finance and Administration.

PURPOSE

In accordance with Payment Card Industry Data Security Standards (PCI DSS) requirements, South Dakota School of Mines and Technology has established formal procedures regarding the addition of an authorized third party service provider. This policy will be evaluated on an annual basis.

SCOPE

This policy applies to the addition of any third party service provider to the list of authorized service providers.

SOURCE: Information Technology Services November 6, 2012; Information Technology Services May 2013;