

**Eastern Oklahoma State College
Responsibilities of Credit/Debit Card Handlers and Processors**

As a credit/debit card handler or processor, I agree to abide by the provisions of this document. I recognize that all credit/debit card numbers, expiration dates, and card verification codes are sensitive and that the College is contractually obligated to protect this information against its unauthorized use or disclosure in any manner. Should such information be disclosed to an unauthorized individual, the College could be subject to fines, increased credit and debit card transaction fees and/or suspension of credit/debit card privileges.

As an individual whose roll includes the acceptance, capture, storage, transmission and /or processing of credit /debit card information, I agree with the following statements:

- I have read the requirements stated in EOSC Policy for Accepting and Handling Credit and Debit Card Information ("Policy").
- I understand that I may only accept credit and debit card payments using approved methods.
- I understand that, as an individual who has access to credit and debit card information, I am responsible for protecting the information in the manner specified within the Policy. Further, I understand that I am also responsible for effectively protecting the credentials (IDs and passwords) and the computers that I may use to process credit or debit card transactions.
- I understand that I must destroy credit and debit card information as soon as it is no longer necessary using methods prescribed by Policy.
- I understand that in cases where I suspect that a breach of credit or debit card information has occurred, I must immediately report the breach to the Vice President of Business Affairs.

I commit to comply with the Policy and its documented procedures, and understand that failure to comply with the above requirements may subject me to disciplinary measures, up to and including termination of employment.

Signature:	Date:
Print Name:	

Authorization Granted: _____
Limited _____ **Vice President of Business Affairs**