

OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting	Number: 10.35.00.PO
Division: State Controller's Division	Effective date: April 17, 2008
Chapter: Internal Control	
Part: Credit Card Acceptance for Payment	
Section:	
Approved: John Radford, State Controller	Signature on file at SCD

Authority **ORS 291.015**
ORS 291.026
ORS 293.265
ORS 293.590

Authorization

- .101 State agencies must make application to and be preapproved by the Office of the State Treasurer (OST) to accept credit cards in payment of products, services and other fees. In addition, third party service organizations that provide storage, processing, or transmission services and/or applications to state agencies associated with credit card transactions must be prequalified by OST.

Agency Responsibilities

- .102 State agencies authorized by OST to accept credit card payments must:
 - a. Establish a system of internal control that provides reasonable assurance that all credit card transactions are properly authorized, timely settled, and accurately and completely recorded. In addition, controls and safeguards must be established and maintained to reduce the risk of unauthorized access and to monitor for errors, both unintentional and intentional errors, including fraud.
 - b. Ensure that all employees responsible for accepting and processing credit card payments receive appropriate training and are familiar with and have access to US Bank Merchant Terms of Services (MTOS) and Discover Business Services Merchant Operating Regulations (MOR). Training is available through OST.
 - c. Ensure that personnel involved in accepting and processing credit card payments do not use, disclose, or disseminate cardholder information except for the purposes of processing the associated financial transactions.
 - d. Comply with MTOS/MOR; all applicable OST requirements; payment card industry security standards; statewide IT security policies and initiatives issued by the Department of Administrative Services, Enterprise Information Strategy and Policy Division (DAS-EISPD); and all federal and state laws pertaining to safeguarding personal information and notifying consumers in the event of a security breach, including the Oregon Identity Theft Prevention Act (Oregon Laws 2007, Chapter 759).