

Rowan University
Credit Card Reader Request Form
ROWAN UNIVERSITY
OFFICE OF THE BURSAR

By signing this document, I certify that I have read and agree to abide by all terms of the Rowan University PCI (Payment Card Industry) Policy (<https://go.rowan.edu/pci>), and that upon approval to receive a credit card reader, I will take appropriate action necessary to ensure that all staff members who will be processing credit card payments using that reader will abide by the terms of the Rowan University PCI Policy, and will also complete all security awareness training that is required by the PCI Compliance IRT.

Department:

Reason for request:

Name of Person Initiating the Request (Please Print):

Signature of Person Initiating the Request:

Name of Department VP (Please Print):

Signature of Department VP:

All requests will be reviewed and ultimately approved or denied by the Office of the Bursar in conjunction with the Information Security Office. There may be the need for a site visit so that the location in which the credit card reader will be used can be fully assessed to ensure it meets all of the PCI DSS (Data Security Standards) requirements.