IV.7 Credit Card Policy

The following procedures must be adhered to when processing and soliciting credit card gifts to the University of Alaska Foundation:

Per the University of Alaska's merchant agreement, the V Code (Security Code) can no longer be obtained and cannot be stored. Therefore, new gift forms must omit this option and old gift forms must black out the V Code option. Departments with online forms including the V Code must be modified to exclude this information.

UA employees entering donor credit card information through the online TouchNet system must follow strict guidelines set by the PCI Compliance committee. Employees may not enter donor credit card information on a work computer or laptop; this includes personal computers and laptops used for business purposes that are connected to any University software and University network. However if an employee is meeting with a donor, they may enter the donor's information via the donor's computer or laptop. Designated computers with their own internet connection that are isolated from the University network may become available at each Foundation Service Center. If the donor is a UA employee, this policy does not apply.

Any new gift forms must be approved by UA Foundation Advancement Services before being printed and distributed. Credit card information must be located at the bottom of all new solicitation pieces so it can be removed and cross shredded within 24 business hours of receiving it. The UA Foundation credit card form is available online for usage and/or as a guide for required information and formatting when formulating a new form. However, UA Foundation Advancement Services must still approve the new gift form before printing and distributing it.

Please see the Final Administrative Policy for Payment Card Industry (PCI) Compliance for more details.