



Date: April 12, 2024
To: All UAA Departments
From: Brian deZeeuw, Financial Services Director
RE: Acceptance of Credit Card Payments

The University of Alaska's (UA) adherence to the Payment Card Industry (Credit Card) Data Security Standards is crucial to maintaining the security and confidentiality of payment card transactions. These standards, established by the Payment Card Industry Security Standards Council, are designed to protect cardholder data and ensure that all entities that process, store, or transmit credit card information maintain a secure environment.

The University of Alaska's [Administrative Policy for Payment Card Industry \(PCI\)](#) mandates that each department seeking to accept payment card transactions must receive approval from the designated Major Administrative Unit (MAU) Office, and where necessary, from the Office of the Chief Information Officer. The designated MAU office for the University of Alaska Anchorage (UAA) is [Financial Services](#). The use of any other payment card system is prohibited.

This multi-tiered approval process underscores the university's commitment to upholding the highest standards of financial security and integrity in its operations. Compliance with these policies not only safeguards the university's reputation but also minimizes the risk of data breaches and financial fraud on behalf of the university and our customers.

Departments hosting approved special events where card payments may be accepted may rent a wireless credit card reader from the [Office of the Bursar](#). Please contact the Office of the Bursar's Cashiers at uaa_cashiering@alaska.edu for additional information.

Please contact me at 907-786-4686 or btdezeeuw@alaska.edu if you have any questions regarding payment card acceptance and PCI policies.