

# CERTIFI

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## **CERTIFI Committee**

(Compliant Electronic Receipt Transactions through Innovation and Financial Integrity)

### **Purpose**

The Vice Chancellor for Finance and Administration and the Vice Chancellor for Information Technology and Chief Information Officer have established, on behalf of the University of North Carolina at Chapel Hill, the Compliant Electronic Receipt Transactions through Innovation and Financial Integrity (CERTIFI) Committee. The Committee monitors regulatory statutes and contractual obligations specific to the Payment Card Industry Security Standards Council, NACHA and electronic commerce (eCommerce), as well as requirements set forth by the North Carolina Office of the State Controller and North Carolina State legislature. It recommends actions, develops policies, and informs University leadership of University business practices in need of change to ensure regulatory compliance.

### **CERTIFI Committee Charge**

Specifically, the Committee has the following responsibilities related to eCommerce receipt transactions:

- Act as a University clearinghouse for all compliance issues related to Federal, State and industry regulations, contractual obligations, and University policies. This includes the Payment Card Industry Data Security Standards.
- Monitor, review, and continually evaluate the University's eCommerce activity, including acting as the campus-wide approval body for requests for new or modified eCommerce initiatives.
- Recommend to the Vice Chancellor for Finance and Administration and the Vice Chancellor for Information Technology and Chief Information Officer appropriate strategic directions, processes and tools designed to manage PCI (Payment Card Industry) eCommerce compliance risk at the University.
- Establish, maintain, and effectively communicate PCI-related policies and procedures to ensure campus compliance with the directives of the Payment Card Industry Security Standards Council, NACHA and the eCommerce requirements set forth by the North Carolina Office of the State Controller and North Carolina State legislature.
- Review and update policies and procedures for University eCommerce.

The Committee shall:

- Oversee contracts and standards required to ensure University PCI compliance.
- Approve or deny requests by a University school, institute or department desiring to accept payments by any type of electronic payment including payment cards (credit card, debit card, etc.) or ACH, based on the organization's documented plan.
- Approve or deny requests from a merchant department that would place the University in a position as a "service provider" as defined by the Payment Card Industry Data Security Standard (PCI DSS).

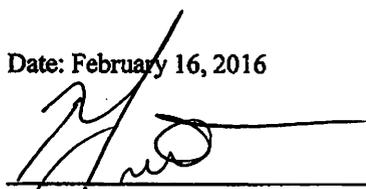
- Approve or deny requests from a merchant department to utilize a payment gateway other than the University's approved payment gateway, or payment processor other than the State-approved payment processor.
- Develop contract standards to be included as terms and conditions in all agreements between campus merchants and third party vendors where eCommerce transactions are related.
- Annually review and report on compliance of University department merchants with the PCI DSS and University record-management requirements.
- Suspend or revoke a department's merchant account for failure to comply with University policies, guidelines, practices and procedures.

Note: the Committee is not responsible for student organizations or other affiliated entities as defined by the Office of University Counsel.

**Membership**

The committee is co-sponsored by the Finance Division and Information Technology Services with members being selected to represent a knowledge base versed in payment card merchant compliance, systems technical skills, information security, financial business processes, University and Office of the State Controller guidance, and eCommerce industry standards. [CERTIFI@unc.edu](mailto:CERTIFI@unc.edu)

Date: February 16, 2016



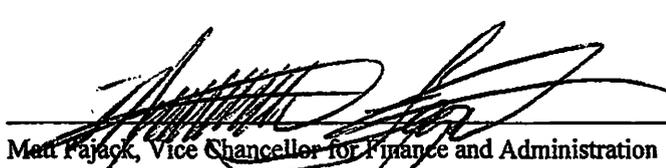
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Brian T. Smith, Assistant Vice Chancellor Finance and Accounting Operations, Committee Co-Sponsor



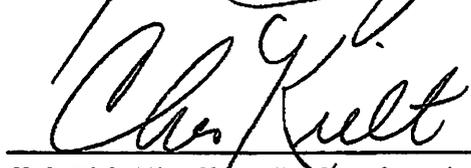
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Kevin Lanning, Chief Information Security Officer, Committee Co-Sponsor



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Matt Fajack, Vice Chancellor for Finance and Administration



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Chris Kiehl, Vice Chancellor for Information Technology & CIO



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL.