



MEMORANDUM

To: Deans, Directors, Department Chairs and University Managers
Business Managers
Credit Card Merchants

From: Dennis Press, Assistant Vice Chancellor and Controller *Dennis Press*
Robyn East, Associate Vice Chancellor for Information Technology, Deputy CIO *RE*

Date: October 3, 2008

Re: New credit card payment gateway - TouchNet

The University of North Carolina at Chapel Hill (UNC-Chapel Hill) has determined a need to change the current payment gateway system to better serve the institution's electronic commerce initiatives and business automation. Compliance with the mandatory and stringent Payment Card Industry (PCI) Data Security Standards and the need to minimize the risk of data security breaches makes it necessary for UNC-Chapel Hill to implement a more viable and robust option.

It was decided that UNC-Chapel Hill would do an addendum to the existing contract that the University of North Carolina – General Administration has with TouchNet for payment processing. UNC-Chapel Hill successfully negotiated an addendum to this contract for a hosted service from TouchNet which includes their payment gateway and uPay module.

We will be converting the merchants who currently use the Common Payment Service (CPS) to the new TouchNet product over the next months. All new merchants requiring a payment gateway will use uPay and the TouchNet payment gateway. An exemption to this policy will be granted only if a valid business reason is submitted and approved by the CERTIFI Committee.

ITS and Accounting Services will work closely with the technical and functional staffs of each CPS merchant during the implementation. Technical/functional training will be provided. During this first phase of implementation only the current functionality of each CPS merchant will be converted over to TouchNet.

More information will be provided once the schedule for implementation and training has been determined.