



FLORIDA STATE UNIVERSITY

MEMORANDUM

To: Department Heads (for only those Departments or Direct Support Organizations Accepting Credit Cards)

From: Michael Williams, Associate Vice President Finance and Administration
Jane Livingston, Associate Vice President and Chief Information Officer
Bill Hunkapiller, Chief Information Security Officer

Date: March 4, 2020

Subject: 2020 FSU PCI DSS Compliance Program Schedule

With your help over the past 4 years, all FSU merchants have certified their compliance with the PCI DSS (Payment Card Industry Data Security Standard). This achievement is not possible without the efforts of you and your staff and represents just one of many examples of the University's commitment to excellence and the strength and integrity associated with the FSU brand.

With this in mind, we are reaching out to make you aware of the annual PCI DSS Compliance Program startup and the roadmap the University will be following to maintain its compliance status. The program will utilize the same approach we have successfully implemented for the past 4 years.

It is also important to note that the major payment brands, e.g., American Express, Discover, Master Card, and Visa, contractually obligate all merchants who accept credit cards to maintain compliance with the PCI DSS. If your department or direct support organization is planning to accept, or is currently accepting, credit card payments, the staff responsible for using or managing the business processes and systems involved in processing credit card transactions will need to participate in the University's PCI DSS compliance program.

Over the next few weeks, the University's PCI DSS compliance team will be contacting your staff to schedule the initial meetings, review the requirements, and provide access to additional resources that are available to assist you with your compliance efforts.

The following summarizes the phased approach the University will be following to maintain its PCI DSS compliance status.

- **April 6 – May 31, 2020.** PCI DSS compliance team will meet with individual department and direct support organization teams to confirm the scope of the PCI DSS requirements they are responsible for meeting, and, review any changes that are required by the PCI DSS.
- **June 1 – July 31, 2020.** Departments and direct support organizations prepare/update their compliance documentation to ensure PCI DSS requirements are met and will submit draft documentation for review by the PCI DSS compliance team.

- **August 1 – September 18, 2020.** Departments and direct support organizations finalize their compliance documentation and complete attestations of compliance in preparation for submission to acquiring financial institutions.

All compliance documentation, including, the attestations of compliance for each department or direct support organization, will need to be completed not later than September 18, 2020.

Should you have any additional questions on the information we have provided, please contact Joseph Brigham at 850-645-3601 or joseph.brigham@fsu.edu.

Thanks very much for your help with this important program!

cc: Sally McRorie, Provost, Florida State University
Kyle Clark, Vice President, Finance and Administration
Jane Livingston, Associate Vice President and Chief Information Officer
Judd Enfinger, Controller