

E-Commerce Management Policy

Policy

Electronic acceptance and processing of all financial transactions using Electronic Commerce (credit card payment via the Web) are required to pass through the Office of Information Technology implemented Web payment gateway. This gateway uses the TouchNet Web Payment Gateway hardware/software and processes all transactions thru First Data Corporation (FDC). (Auburn's Office of Information Technology will provide an interface to this gateway, along with development standards for using the interface.) Merchant identification and purchase information will be passed to this interface by departmentally developed Web pages. **Auburn University Web pages developed by department personnel or sub contractors are specifically prohibited from accepting credit card numbers or other related personal information such as name on card or card expiration date.**

Business Review of Proposed E-Commerce Applications:

1. A committee comprised of representatives of Office of Cash Management, Office of Student Financial Services, Business & Finance and Controller, and the Office of Information Technology will review all proposed business applications which propose to use the Internet for online payment of sales of products and services.
2. Prior to development of any E Commerce application, including those to be developed by outside contractors, each Auburn University department without exception must submit a proposal to the Office of Cash Management. Office of Cash Management will initiate a committee review. Each proposal should include the following information:
 - i. The products or services to be sold.
 - ii. The intended customer base.
 - iii. Anticipated transaction volume.
 - iv. Any outside advertising to be included on the pages.
 - v. Name of a departmental representative for the E Commerce Review Committee and Office of Information Technology to contact regarding technical or procedural questions that may arise during the review and approval process of the application.

If the application is approved, Office of Cash Management will notify the department, determine the income account to be credited, and obtain a new merchant ID, if necessary.

3. Additionally, this review committee shall be responsible for:
 - i. Consideration and approval for changing "transaction processors" or adding additional processors as appropriate. Reviewing all campus Web applications for policy compliance.
 - ii. Establishing deadlines for bringing all existing payment applications into full compliance with this policy.

Issued by: The Offices of the Provost and Executive Vice President