



### Cardholder Information Security Agreement

By signing this document, I am certifying that I have read System Policy 21.01.02 Receipt, Custody and Deposit of Revenues regarding credit card deposits and cardholder information security. I agree to the following:

- Access to cardholder information is to be limited to those employees involved with the deposit process.
- Cardholder information is restricted to official Texas A&M AgriLife use only.
- All credit card information that is received via mail, fax, or telephone is sanitized (all but the last 4 digits of the account number permanently marked out) prior to being filed or stored in the department.
- Card security code (CVC/CVV) is not to be retained.
- Complete account numbers are **not** to be written on departmental receipts. Truncated account numbers (last four digits only) are permissible.
- Any breaches in the security of cardholder information will be promptly reported in writing to the Texas A&M AgriLife E-Commerce Office.

Research (06)

Extension (07)

TVMDL (20)

**Signed:**

_____		_____		
UIN		Department		
_____		_____		
Printed Name		Email Address		_____
				Phone
_____				_____
Signature				Date

**Witnessed:**

_____	_____	_____
Printed Name	Signature	Date

**Return Signed Form to:**

Texas A&M AgriLife  
E-Commerce  
2147 TAMU  
College Station, TX 77843-2147

OR

Laserfiche:  
Work in Progress – Accounts Receivable