General Policy – Electronic Financial Transactions

Definitions:

Mobile Online Payment (MOP) Applications – Those applications which can be downloaded and activated on an electronic mobile device such as iPad, tablet, and/or laptop, and used to electronically process credit card transactions through approved, registered software. All merchant numbers for payment processing must be obtained through BSC Student Finance. All software must be approved through BSC Information Technology Solutions and Services and BSC Student Finance before being used.

Device Specifications and Procedures:

1. The device and associated hardware must be assigned to a specific, full-time, benefitted employee. This person will be responsible to ensure that all requirements, standards, and guidelines are met or exceeded.

2. A list of wireless devices used for online payment processing, along with who has authorized use must be maintained by the department and devices must be registered with the Director of Student Financial Services.

3. The device must be a BSC-owned device with software used solely for the purpose of processing payments. Only the payment application and the operating system software are allowed on the device.

4. Devices are limited to wireless connections which are secure.

5. No personal phones, laptops, tablets, iPads, notepads can be used.

6. The device must be password-protected.

7. The device must have encryption capabilities.

8. Bluetooth capabilities must be turned off or disabled.

9. Automatic search and connect to external wireless networks must be turned off or disabled.

10. The device used for wireless electronic credit card processing must only be used by those who have a need to use and are authorized by the owning department/college and have data confidentiality and PCI training.

11. When the wireless equipment, a swipe device, and or signature pad is not being used for online financial transactions, the device must be powered off, and stored in a locked drawer, file cabinet or vault that only those who have a need have access to.

MOP Application Procedures:

1. The MOP application used must be approved by the Director of Student Financial Services and Bank of North Dakota for processing electronic payments securely.
2. The use of a card-reader (if available) with the application is optional. The card-reader must also be approved by BSC and Bank of North Dakota.
3. The application must require authentication and authorization (e.g., login and password). The application must have the capability to purge transaction data after the required 90 day period when a charge can be disputed by the customer.
4. SSL certificates are required and must be up to date.

Lost or Stolen Device Procedure:

1. Immediately activate the device to wipe or "Kill."
2. Notify the following:
   - The manager or department chair
3. The manager/department chair must notify:
   - VP or Dean of division/ college
   - Chief Information Officer
   - Director of Student Financial Services

History of this policy:

First policy draft reviewed by the Operations Council on October 23, 2013 and approved by the Executive Council on October 30, 2013; October 21, 2016.