

## Card Authorization Notice

To ensure and maintain PCI compliance at Colorado School of Mines, the Bursar's Office will no longer accept card numbers from departments for deposit processing. Instead, departments will be required to follow one of the three options below for all card payments from their customers:

### 1. CASHNet Departmental Deposit Form

Complete a departmental deposit and provide the customer with the deposit number. The customer will then contact the Cashier's Office directly with the deposit number for the card payment. Departments should no longer take the card number from the customer directly.

### 2. eMarket Storefront

Request a secure and customizable eMarket storefront to accept card payments online. All departments that have a storefront will share the annual licensing cost.

### 3. Purchase a Card Payment Terminal

Purchase a University approved card payment terminal and submit a request to ITS for your phone line to be encrypted. Only departments who have a University approved card payment terminal and an encrypted phone line are able to take card payments directly from their customers. Please note, mandatory upgrades to card terminals are required every few years and will be charged to the department. Additionally, there is also a setup fee for each device.

Please note, Mines charges a non-refundable \$3 or 2.85% convenience fee, whichever is greater, on the total revenue received from card payment(s) to the index/account provided for the deposit at the end of each quarter.

For more information on these three options, please contact the Bursar's Office ([bursar@mines.edu](mailto:bursar@mines.edu)).