April 7, 2005

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 05-3

TO: University Administrators and Chancellors

FROM: Sam Calleja, Vice President for Administration

SUBJECT: ADMINISTRATIVE PROCEDURE A8.710, CREDIT CARD PROGRAM

Transmitted herewith is the Administrative Procedure A8.710, Credit Card Program. This update incorporates safeguards to eCommerce transactions required by the Payment Card Industry (PCI). Major revisions include:

- Added a new Definitions section.
- Clarified the numbering scheme for departmental deposits (Form FMIS-5)
- Added an instruction for credit card chargeback.
- Added sections on securing credit card information and transactions.

A8.710 is available on-line at:

If you have any questions regarding this procedure, please contact Wendall Ho at 956-2144 or email wendall2@hawaii.edu.