**Telephone/Mail Payment Card Processing Tracking Form**

* This form is required when payments by payment cards cannot be processed immediately upon receiving the customer’s payment information.
* Do not store payment card information on any other form, document, notepad, sticky notepad, electronic device, server, flash drive, or any other storage method.
* Refer to the [Administration and Finance (A&F) Procedure on Payment Card Industry Data Security Standards Compliance and Payment Card Transactions](https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/payment-card-industry-data-security-standards-compliance-and-payment-card-transactions.php) for specific information on accepting and processing payment cards.
* Only UMB authorized personnel may accept payment cards.
* Payment Card information should be destroyed immediately after processing the payment and **must be destroyed within 24 hours of documenting the payment card information.**
* **Either the entire Telephone/Mail Payment Card Process Tracking Form may be shredded; or, cut along the dotted line and destroy the Payment Card information.**
* The preferred method for destruction is cross-cut shredding. Alternatives may be used as long as the Cardholder Data (CHD) is unreadable and destroyed. Examples include punching holes through the card number, expiration date, and security code for CHD that is documented on a form. **Writing over the CHD with a black marker is NOT an acceptable method for destroying CHD.**

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| **Payment Processor Name** |  | | |
| **Today’s Date** |  | | |
| **Customer Name** | | **Amount** | **Notes**  **(Purchased Items, Internal Reference, etc.)** | **Payment Card #** | **Security Code** | **Card Expiration Date** |
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