Fax to 01865 616001 FAO Chief Cashier *or*Email to cashiers@admin.ox.ac.uk

|  |  |
| --- | --- |
| Department: Click here to enter text. | Date: Click here to enter a date. |
| Contact Name: Click here to enter text. | Phone No: Click here to enter text. |
| Department Administrator: Click here to enter text. | Phone No: Click here to enter text. |

**Please provide the following items and complete the questions below:**

*[ ]  \* Copy of proposed Third Party Contract*

*[ ]  \* Copy of PCI Certificate and/or appropriate certification*

*[ ]  \* If applicable, a detailed flowchart showing the flow of data from the front end user to capture and settlement of the transaction.*

|  |
| --- |
| 1. Please describe the business need for accepting card payments and why the chosen Supplier best meets the department’s needs:
 |
| Click here to enter text. |
| 1. Please advise why the existing approved University payment systems (i.e. Online Store/ WorldPay/ WPM Payment Gateway) will not meet your needs:
 |
| Click here to enter text. |
| 1. What is the name of the Third Party Supplier (e.g. Company Name, Service Provider)?
 |
| Click here to enter text. |
| 1. What is the name of the Payment Application the Supplier is providing for you (include any alternative names for the Product)?
 |
| Click here to enter text. |
| 1. Does the Payment Application use a separate Gateway? If yes, what is the name of the Gateway?
 |
| [ ]  YES Click here to enter text. | [ ]  NO |
| 1. Will any card information pass through a University Server? If yes, please provide the IP address and describe the flow of information:
 |
| [ ]  YES Click here to enter text. | [ ]  NO |
| 7. Will any card data be stored on a University Server or the Third Party Server? |
| [ ]  YES Click here to enter text. | [ ]  NO |
| 8. Does the new system replace any existing systems or processes? If yes, please provide details. |
| [ ]  YES Click here to enter text. | [ ]  NO |
| 9. Is the Third Party Supplier and/or Payment Application PCI/PA DSS Compliant? |
| [x]  YES  | [ ]  NO |
| 10. Has the proposed new Contract been reviewed by Legal Services, Central Purchasing and the Chief Cashier? |
| [ ]  Legal Services | [ ]  Central Purchasing | [ ]  Chief Cashier |
| 11. Have the University’s standard Terms and Conditions been incorporated into the Contract? |
| [ ]  YES  | [ ]  NO |
| 12. Who will be signing the Contract? |
| Click here to enter text. |

*Please submit this completed form with the items requested above to:*

*Chief Cashier*

*Central Finance*

*Hythe Bridge Street.*

*Fax: 01865 616001 Email:* *cashiers@admin.ox.ac.uk*

***AUTHORISATION:***

Approved / Declined Date:

Signed Name:

 Job Title:

Explanation and/or Conditions: