

**PROCEDURES:  
REQUEST FOR VERIFICATION OF  
TECHNICAL CONTROLS**



**Description:**

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Any collection of credit card revenue must be pre-approved in writing by the Associate Vice President and Controller. If a department is considering using any method other than ViaKlix to process credit and debit card transactions, the systems must be verified for appropriate technical controls in accordance with the Payment Card Industry (PCI) Security Standard prior to receiving final approval for electronic credit card processing from the Associate Vice President and Controller.

The ITU Security Office will coordinate the appropriate review and provide a report to the Associate Vice President and Controller for final authorization.

**What to do:**

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Contact the ITU Security and Project Office to schedule the verification process.

Robert Nakles, Executive Director, IT Security & Project Office

**What the ITU Security Office will do**

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The ITU Security Office verification process will review at a minimum, the following technical controls:

- Cardholder data is protected by a secure network that includes a firewall configured in accordance with the [PCI Data Security Standard](#).
  - Encryption techniques are used to transmit data over public networks, in accordance with the [PCI Data Security Standard](#).
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