

Section 06.05.05.03

Request for Use of Generic Merchant Numbers

If a department would like to “check out” a generic merchant number for a particular event, they may do so by submitting a memo documenting their request. The memo should explain the reason for the request and what basic process they’ll be using to ensure credit card number safety. Examples of items required to be addressed in the memo include event name, dates of use, employees responsible, receipting process, etc .

Upon receipt of this correspondence, the Comptroller’s Office will supply the department the following:

- Instructions on logging into HR Connect. All employees that handle credit cards are required to provide proof of PCI training. A copy of an employee’s transcript from HR Connect showing completion of the training should be returned to the Comptroller’s office.
- The web address where a copy of the PCI questionnaire that relates most closely to how the department will be handling credit cards. A completed PCI questionnaire must be submitted to the Comptroller’s Office.

The generic merchant number will be issued only after receipt of the aforementioned items.