PCI guidelines

Procedures for collecting cash/checks/credit cards at events:

1. Membership forms should be completed and mailed to the IUAA lockbox for processing by IUF Gift Administration. One membership form must be completed for every membership and must include a form of payment (cash/check/credit card).
2. Credit card numbers should never be typed into any computer on an IU network – numbers must be handwritten.
3. Forms containing credit card numbers should not be e-mailed or sent via campus mail – only secure fax (812-856-5183) or U.S. Mail are appropriate methods for transmitting forms that contain credit card information.
4. Membership payments including cash/checks/credit card information should be submitted to the Indiana University Alumni Association immediately. It is important that these memberships are not held by IUAA staff or volunteers for any period of time. We need to make every effort to maintain the security of this sensitive information and, as such, we must ensure that such information is transmitted as quickly as possible to the IUAA. Forms and payment should be sent to the following address:
   a. Indiana University Alumni Association
      PO Box 6460
      Indianapolis, IN 46206-6460
   b. It might be helpful to included address labels with this address or return envelopes with the membership toolkit to increase the chances of these memberships being sent directly to the lockbox. We can handle those that are directed here, but would prefer as many as possible sent directly to the lockbox.