

Merchant Name _____ Merchant ID _____ Merchant OST_Doc_ID _____

Previous Merchant Manager: _____
 Last _____ First _____ Phone # _____

New Merchant Manager: _____
 Last _____ First _____ Phone # _____

The outgoing Merchant Manager is responsible for ensuring the new Merchant Manager has been trained.

The new Merchant Manager must complete the background and Criminal History Checks required by the [Office of Human Resources Manual Policy Number 306](#).

You acknowledge you have primary authority and responsibility for all payment card transactions conducted for the merchant above. You acknowledge you have both fiscal and data security responsibilities for the proper use of the merchant ID, including all of the items listed below. You acknowledge you will:

- Complete [OSU PCI Awareness Training](#) prior to working with payment card transactions.
- Follow [eCommerce](#) policies and procedures.
- Adhere to [Cash Handling Handbook](#) procedures.
- Follow relevant [Information Security](#) policies.
- Ensure merchant-level eCommerce policies and procedures are documented, documentation is current, and documents are provided as evidence to support PCI DSS validation processes.
- Provide annual training for all who handle cardholder data. Provide training for new staff when hired. Maintain list of trained staff.
- Manage communication about this merchant to stakeholders both inside and outside your department, including your Business Center.
- Maintain [PCI DSS](#) compliance for the merchant. This includes year-round compliance efforts as well as signing and submitting the PCI DSS cover page, SAQ, and supporting evidence to meet stated deadlines during the annual PCI DSS assessment process. With Department/Business Unit IT, create and implement action plans to address PCI DSS compliance issues.

New Merchant Manager: I accept the responsibilities of merchant manager as listed herein.

 Signature _____ Date _____

Relinquishing Merchant Manager: I hereby relinquish merchant manager responsibilities and certify that the new merchant manager listed above has been trained for all responsibilities listed herein.

 Signature _____ Date _____