This Merchant Contract (the “Contract”) is executed this ____________ day of _________________, 20____ by

and between the University of Oklahoma, ______________________________________ (name of the
department)(the “Merchant”) and the University of Oklahoma, by and through the Office of the Bursar (the
“Bursar”).

Whereas, Merchant desires to utilize credit card services for the following purpose:

[define what they are doing with the credit card, e.g. to allow customers to purchase tickets]

Whereas, Merchant recognizes and understands the University is subject to certain terms and conditions
regarding the acceptance of credit cards, known as Payment Card Industry Data Security Standard, (PCI DSS
Compliance);

Whereas, Merchant understands that failing to comply with the standards of PCI Compliance can subject the
University to substantial penalties and legal liability as well as eliminate the University’s ability to accept credit
cards.

NOW THEREFORE, the parties agree as follows:

1. Merchant shall comply with any and all standards for PCI Compliance as well as any standards or terms
   set by the University for the acceptance and use of credit cards.
2. Merchant has sought and received the Bursar’s approval to accept credit cards and has notified the
   Bursar of all vendors to be utilized.
3. Merchant must consult with the Bursar prior to setting up any additional credit card vendors and
   environment(s).
4. Merchant must immediately notify the Bursar of any suspected breach of its systems or of the credit
   card process whether internal or external to the University.
5. Merchant shall be responsible for any and all costs associated with the breach regardless of the location
   of the breach (e.g. whether internal or through the third-party vendor).
6. Merchant understands that the Bursar or other administrative department having authority over
   University administration may suspend and or terminate the Merchant’s ability to accept credit
   transactions at any time.
7. Merchant must notify the bursar of any change in sponsor or point of contact personnel involved in
   handling, processing, and transmitting credit card information.
8. You may be required to have in your staff ISA trainers certified by PCI SSC.

Department:  Printed Name_______________________  Signature_______________________  Date________

Bursar:       Printed Name_______________________  Signature_______________________  Date______