

AUXILIARY SERVICES MANAGER/CASHIER CREDIT CARD STATEMENT

I, _____, acknowledge that I have an operational role that processes credit card transactions in the normal course of business. I understand that this role comes with the responsibility of safeguarding credit card data to the best of my ability.

To this end, I:

- Have viewed the Boston College credit card training video.
- Agree to never take a customer's card out of his/her sight to process a transaction.
- Agree to never record and/or transmit card-holder information without the express permission of my manager.
- Will be aware of any physical changes to card-capture devices and will report any noticed changes immediately to my manager.
- Will verify the identity of any third party claiming to be repair or maintenance personnel and will notify my manager before giving him/her access to card capture devices.
- Will not allow installation, replacement, or return to service of any credit card device without above verification of identity.
- Will be aware of suspicious behavior around devices (for example, attempts by unknown persons to unplug or open devices), and will report suspicious behavior and indications of device tampering or substitution to appropriate personnel (for example, to a manager or Auxiliary Systems Support).

PRINT NAME

SIGNATURE

EAGLE ID NUMBER

DATE

Note: The below QR code can be used to view the training video from your smart phone (iPhone or Android). You must have a QR reader on your device to turn the below code into the training video. Video can also be viewed here:
https://www.youtube.com/watch?feature=player_embedded&v=R8dQo-hrIR4

- 1 – If you do not yet have a QR Reader, go into the App Store, search on QR Reader, and download the free app to your device.
- 2 – Open the QR Reader app and point the screen at the below code. This will provide you the appropriate video to watch.

