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**UNIVERSITY OF HAWAII**

Vice President for Administration  
Office of the President

April 7, 2005

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 05-3**

TO: University Administrators and Chancellors

FROM: Sam Callejo   
Vice President for Administration

SUBJECT: **ADMINISTRATIVE PROCEDURE A8.710, CREDIT CARD PROGRAM**

Transmitted herewith is the Administrative Procedure A8.710, Credit Card Program. This update incorporates safeguards to eCommerce transactions required by the Payment Card Industry (PCI). Major revisions include:

- Added a new Definitions section.
- Clarified the numbering scheme for departmental deposits (Form FMIS-5)
- Added an instruction for credit card chargeback.
- Added sections on securing credit card information and transactions.

A8.710 is available on-line at:

<http://www.svpa.hawaii.edu/svpa/apm/treas/a8710.pdf>

If you have any questions regarding this procedure, please contact Wendall Ho at 956-2144 or email [wendall@hawaii.edu](mailto:wendall@hawaii.edu).