




September 25, 2009

**ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 09-11**

TO: University Administrators and Chancellors

FROM: Howard Todo   
Vice President for Budget and Finance  
Chief Financial Officer

SUBJECT: ADMINISTRATIVE PROCEDURE A8.711 – Electronic Payments via  
University Websites

Transmitted herewith is the Administrative Procedure A8.711 – Electronic Payments via  
University Websites

The purpose of this APM is to establish policies and procedures for the processing of electronic  
payments. The University has implemented a secure, PCI-DSS compliant, hosted ecommerce  
management system to process payments originating from University websites.

Effective today, new department websites wanting to process electronic payments must use this  
system.

Exceptions may be granted if the department can provide evidence that this ecommerce system  
does not meet its needs and that an alternate system does. Alternate system must meet the  
University's security requirements and be PCI-DSS compliant.

A8.711 is available at <http://www.svpa.hawaii.edu/svpa/apm/treas/a8711.pdf>

Questions regarding this procedure can be directed to Wendall Ho at 956-2144 or  
[wendall@hawaii.edu](mailto:wendall@hawaii.edu).