21.01.02.C0.02 Online Payments

Revised: September 21, 2026
Next Scheduled Review: September 21, 2031
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) offers university departments the convenience of accepting credit cards online as payment for goods and services provided. This procedure details the processes for accepting online payments and the method by which payments may be processed. Additional guidance for processing credit card payments is outlined in university procedure *21.01.02.C0.01, Credit Card Collections*.

Definitions

See university procedure *21.01.02.C0.01, Credit Card Collections* for applicable definitions.

Procedure

1. GENERAL

   TAMU-CC Marketplace (U-Pay and U-Store) is a ready-built shopping cart system hosted entirely by a third party, thereby reducing risks of loss of confidential information. There are minimal technical infrastructure requirements for a department using the U-Pay shopping cart or U-Store. This is the approved online payment option available to departments.

2. ACCEPTING ONLINE PAYMENTS

   2.1. Financial Services is responsible for establishing and monitoring the university's practices for accepting payments online. The department has established Marketplace U-Store and Marketplace U-Pay as methods of accepting payments in a secure and user-friendly way.

   2.2. Both processing options offer the following benefits:

      2.2.1. Credit card payment processing through the internet

      2.2.2. Compliance with the latest Payment Card Industry Data Security

Standards (PCI DSS)

2.2.3. Automatic timely posting of revenue into the university financial accounting system (i.e., FAMIS)

2.2.4. Individual IDs and passwords which allow for segregation of duties and accountability for refunds

2.3. Marketplace U-Pay gives campus units the ability to create a fully customized user experience while still providing secure payments.

2.4. Marketplace U-Store provides departments with a professional online storefront with a very low barrier to entry. Marketplace U-Store does not require technical proficiency to set up or operate.

2.5. All university departments conducting online payments are required to use one of the two systems described above unless an exception is requested and granted in accordance with the provisions of section 3 of this procedure.

2.6. Accepting online payments comes with a minimal cost for doing business. Departments are responsible for paying credit card fees charged by the credit card brands. These fees typically range from 1.9% to 2.6% per transaction. Departments may contact Financial Services for estimates of these fees.

2.7. Departments should contact Financial Services to enroll in either of the two systems.

3. EXCEPTIONS TO ONLINE PAYMENT REQUIREMENTS

Any requests for exceptions to using either of these two systems must be submitted in writing and approved by the Associate Vice President & Controller and the Office of Information Security. The written request for the exception must include:

3.1. A summary of the reasons why one of these systems will not fit the department's needs

3.2. A description of the alternate processes proposed for processing online payments

3.3. A risk assessment and cost/benefit analysis of the proposed alternative

3.4. A description of the security measures in place to ensure compliance with PCI-DDS (in the form on a PCI self-assessment questionnaire) or Payment Application Data Security Standards (in the form of a completed Attestation of Validation)

Related Statutes, Policies, or Requirements

System Regulation *21.01.02, Receipt, Custody and Deposit of Revenues*
University Procedure *21.01.02.C0.01, Credit Card Collections*

Contact Office

Contact for interpretation and clarification:	Associate Vice President & Controller 361.825.5620