Business and Finance Division
SAINT LOUIS UNIVERSITY

What's New . . .

Future Business Managers' Meetings

For your information, future meetings are planned on the following dates:

- June 9, 2016 Learning Resource Center, Pitlyk Auditorium A
- September 8, 2016 Busch Student Center, Rm 352
- December 8, 2016 Young Hall

Treasury & Investment Update

Merchant Processing
The Office of Treasury & Investment's and Information Security & Compliance is responsible for the administration and compliance of all merchant card processing throughout Saint Louis University.   Any requests to accept, handle and/or process credit cards should be requested through the Office of Treasury & Investments and approved by the SLU PCI Compliance Committee.

The University provides departments with secure and convenient methods to process credit and debit card payments. All methods or any alterations of the card processing environment must be approved by Treasury & Investments and the SLU PCI Compliance Committee. Requests can be made by completing the Merchant Services Account/Request/Maintenance Form.

For special one-time events, the University provides departments with the option to loan a First Data swipe terminal over cellular connection. The wireless terminals may be requested from Treasury & Investments by completing the Special Events Loaner Credit Card Terminal Request Form.

For additional merchant processing information, please visit the Treasury & Investments website or email merchantservices@slu.edu.

Merchant Card Processing Policy and Procedures
Please visit the link below to access Saint Louis University's Merchant Card Processing Policy and Procedures. Departments who demonstrate a business need and require credit card processing for normal business operations and those who currently accept, handle and/or processes credit card data must review and adhere to Saint Louis University's Merchant Card Policy and Procedures. Please ensure your department(s) is compliant and adheres to Saint Louis University's Merchant Card Processing Policy and Procedures.

Saint Louis University Merchant Card Processing Policy and Procedures

For questions regarding the policy, please email merchantservices@slu.edu.

Payment Card Industry (PCI) Credit Card Security Training
Saint Louis University's PCI Compliance Committee which includes members of Information Security & Compliance and Treasury & Investments have recently developed an interactive on-line PCI Security training for any individual that handles or processes credit card data on behalf of Saint Louis University. The PCI Security Training focuses on PCI-approved best practices for card handling and defending against fraud, Saint Louis University's Merchant Card Processing Policy & Procedures and merchant card industry standards and regulations.

The training will be launched on Wednesday, May 4th through your mySLU portal. To access the training, please log in to your mySLU account. The link to the training will be listed on the mySLU portal home page as a requirement in the bottom left of your screen under Compliance Requirements. The training is mandatory and must be completed by Monday, June 6th.

If you, or any of your employees or non-employees (consultants, volunteers.,etc.) currently handle or process credit card data and DO NOT have access to the training, please notify merchantservices@slu.edu. It is the department or Merchant Manager's responsibility to ensure all employees processing or handling credit card data have completed the training. If you have any questions regarding this training or the requirements of handling or processing credit card data, please send an email to merchantservices@slu.edu

ITS Update
New System to Replace Parking Permit Hangtags
This summer, Saint Louis University's Parking and Card Services (PCS) will be implementing a new software system to create virtual permit numbers and eliminate the need for physical hangtags. The new License Plate Recognition (LPR) software system will allow members of the SLU community to register vehicle license plate(s) to serve as their virtual permit number.

This project will improve the process of obtaining parking permits while supporting SLU's sustainability efforts and reducing the University's environmental impact in several ways:
- Permits will be virtual, reducing preparation time and the overhead costs associated with purchasing hangtags and semester stickers.
- Online registration will be available through the mySLU portal throughout the year, streamlining the process of obtaining a permit by eliminating the need to wait in long lines.
- The system allows for accurate transfer of information, allowing users to quickly update information or add multiple vehicles to an account.

Virtual permits will be available to faculty and staff through payroll deduction, and student permits will bill directly to student accounts. Anyone else in need of a permit should contact PCS for alternate payment options.
Note: only one vehicle per registrant is allowed on campus at a time. Since each person's license plate(s) will serve as the virtual permit number, it is important that license information be kept current.
In the next few weeks, current parking permit holders will receive an email with additional information, including details on how to confirm their recorded plate information is correct. Answers to frequently asked questions are also available on the **Parking and Card Services** website.

Business Services Update
Billiken Buy Updates
- The pilot program for Billiken Buy, SLU's new eProcurement system is nearing completion. Five campus departments participated in this six week program, and attended regular training sessions and meetings
- Training for the general campus community (non-pilot users) begins on May 25th. Your department will be given adequate notice prior to your training date. Users will be given access to the system upon completion of training.
- A link to Billiken Buy will be available on MySLU to designated users in the system. These users will be Enabled in Billiken Buy upon completion of training. Once a user is enabled, Single-Sign On access will automatically log a user into Billiken Buy when logged in with the SLU username and password. If a Disabled user clicks on the Billiken Buy icon prior to training, they will receive an error stating: "Single Sign-on Failed - Account is Disabled". Access is denied due to the status of the user's account.
- A list of suppliers that are registered in Billiken Buy has been uploaded to the eProcurement website: http://www.slu.edu/eprocurement

Planning and Budget Update

Just a reminder from the FY17 Salary and Budget development guidelines:

- **5/09/16** – Salary Planner screens will be closed for VP Academic Affairs; unit budgets due on 4/25/2016 to VP Academic Affairs.
- **5/20/16** – Salary Planner screens will be closed for all other divisions.

As always, if you have any questions, please do not hesitate to contact Financial Planning & Budget, Janet Strader (7-2891), Theresa Leisure (7-7073), Vince Moore (7-2393), or Brianne Burcke (7-2991).

General Counsel Update

The Saint Louis University Compliance Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Hotline at **1-877-525-KNOW (5669)**. Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.