



**FINANCE & ACCOUNTING
CREDIT CARD SECURITY
Ethics Certification**

I confirm that acting as an employee or agent of the University of Central Florida, I will keep in strictest confidence all credit card information to which I have access in a manner above reproach in every respect.

I understand that access to credit card information requires the highest degree of public trust to protect the interest of the University and the cardholders.

I understand that it shall be a breach of ethical standards for any employee of the University or third party with access to credit cardholder's personal information to divulge either directly or indirectly, any cardholder information except on a need-to-know basis. Accordingly, I agree not to release any personal or privileged information of any type without proper authorization from the director, associate director, manager or an appropriate supervisor.

I will strive to protect the University and cardholders at all times when making decisions concerning credit cards and cardholder information.

I certify that I have read the Credit Card Security Procedures available at <http://www.ucf.edu/president/policies.php> and will abide by its guidelines.

I understand that failure to comply with the above ethics standards may result in criminal and/or disciplinary action, up to and including termination.

Printed Full Name: _____

Employee ID/Student ID (If Applicable) : _____

University Department (If Applicable) : _____

I certify the background check on the above has been completed on: _____

Print Merchant Administrator Name: _____

Merchant Administrator Signature: _____

-OR-

Third Party Vendor (If Applicable) : _____

Daytime Phone Number: _____

Signature: _____

Date: _____

PLEASE FAX THIS COMPLETED FORM TO (407) 882-1211



University Departments

UCF Alumni Foundation - 0000018027	UCF Graduate Admissions
UCF Alumni Relations	UCF Hospitality Management
UCF ASF Ticket Sales	UCF Library
UCF Athletics - 0000016932	UCF OfficePlus
UCF Campus Card	UCF Orientation
UCF Career Resource Center	UCF Parking Services
UCF Cashiers (all campuses)	UCF Recreation and Wellness CTR
UCF Center for Multilingual	UCF Registrar's Office
UCF Communicative Disorders Clinic	UCF Rosen School - 0000003667
UCF Computer Store	UCF Small Business DEV. CTR
UCF Continuing Education	UCF FL Solar Energy CTR
UCF Downtown Media Arts CTR	UCF Student Health CTR
UCF Executive Development CTR	UCF Student Housing
UCF Florida Institute of Government	UCF Student Union
UCF Florida Review	UCF Theater
UCF Foundation – 0000004344	UCF Undergraduate Admissions
UCF Golden Knights	