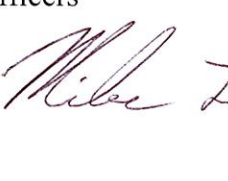


To: Iowa State University Administrative Officers
From: Miles Lackey, Chief Financial Officer 
Date: May 31, 2017
Subject: Collecting and processing fees for conferences and events

Current practices of collecting and processing fees for Iowa State University conferences and events increase the university's exposure to loss via fraud or fines and penalties for data security breaches, and may result in lost income from delayed processing. To remove you from the responsibility of physically handling receipts and the personal liabilities associated with doing so, the university is implementing the following policy:

As of July 1, 2017, all departments, units, or centers that host any conference, non-credit program, professional development activity, or any event for which funds are collected and deposited into a university account must use the collection and processing system of Extension Registration Services (Registration Services). Events currently open for registration that will occur before July 1, 2018 will be exempt for the first year. Events currently using other authorized University systems for payment processing will be transitioned at the direction of the Treasurer's Office. New events should contact Registration Services for assistance. While Conference Planning and Management offers additional services, events are only required to use Registration Services for the collection and processing of fees. The use of all other services is optional.

Staff from Conference Planning and Management, the Treasurer's Office, and the Chief Information Security Office have invested significant time and effort into refining the most cost-effective and compliant solution for receiving these payments. The Registration Services' collection and processing of fees system meets all of the requirements to comply with Payment Card Industry Data Security Standards (PCI DSS) and has been thoroughly vetted. There is a cost of compliance associated with meeting university and industry standards, but it is far less than the cost of non-compliance. The fees associated with this system have been determined to be reasonable and should be factored into your program budgets.

If you have questions about this policy, please contact Joan Piscitello, Treasurer joanp@iastate.edu.

For information regarding Extension Registration Services please visit

<http://register.extension.iastate.edu/registrations/about>

Or contact Tim Grewell, Registration Services tgrewell@iastate.edu

For information regarding Conference Planning and Management please visit:

<http://www.cpm.iastate.edu>

Or contact Julie Kieffer, Conference Planning & Management kiefferj@iastate.edu

Additional Resources:

[Cash Handling Policy](#)

[Cash Handling Procedures](#)

[Payment Card Industry Data Security Standards](#)