

PCI DSS
Attestation Form

Date: (Month dd, yyyy)

Revision History

Name	Date	Description of Change	Version Number
Kyle Smith	3/4/2019	Document Creation	0.01
Kyle Smith	3/19/2019	Document Approved and Loaded to DocuSign	1.00
Kyle Smith	4/23/2019	Document Updated to Include User List and Other Features	2.00
Kyle smith	6/16/2020	Added User Type to User List for ease of reporting to HCM.	3.00

Overview

This form has been issued by the Georgia Institute of Technology Cybersecurity Governance, Risk, and Compliance (GRC) team to document attestations of credit card processing procedures by Georgia Tech entities.

Questions about this form may be referred to compliance@security.gatech.edu.

The Credit Card Processing Policy provides requirements and guidance for all credit card processing activities for the Georgia Institute of Technology (Georgia Tech). This policy preempts all other campus policies and procedures for all elements within the scope of this policy. This policy can be found here.

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GT Unit Summary

Please complete the information below.

GT Unit DBA Name	
Merchant Number	
Unit Point of Contact #1	Email:
Unit Point of Contact #2	Email:
Physical Location(s)	
Unit IT Contact	

User List

Please list all users that are involved with processing cardholder data for the GT Unit.

Full Name	GT Username	Departmental Email	User Type	Training Completed

Card Processing Information

Please fill in the fields below in as much detail as possible.

Card Processing Type		P2Pe Transactions				
Overall Flow	Please detail how the GT Unit processes cardholder data from start to finish:					
Physical Security Information	Please describe physical security used to prote	ct the systems that process cardholder data:				
Data Security Information	Please describe how cardholder data is secured telephony:	d at rest and during transmission, including				
Third-Parties/ Agreements Involved	Please list all third-party involvement and any process cardholder data:	agreements Georgia Tech has in place to				

Systems Inventory

Please fill in the below to account for physical devices that process cardholder data.

Ownership	Card Processing Type	Primary Location Building - Room	Unique Identifier

Confirmation

I attest that the above information is true and accurate to the best of my knowledge.

GT Unit Point of Contact (printed):	
GT Unit Point of Contact (signature):	
Approval Date:	

Attestation is valid for one year after the date that GT Unit Point of Contact signs the document.

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