



E-Commerce Policy

Policy Number: ECOMM-P-001

Version Number: 1.0

Effective Date: December 14, 2016

Date Last Reviewed: December,19, 2017

Date of Next Review: December 19, 2018

Responsible University Office: E-Commerce Committee

Purpose

To ensure all e-commerce activity at Elon University conforms with applicable laws, regulations, and university policies.

Scope

This policy will cover all e-commerce activity at Elon University, including all funds that are accepted or processed electronically and deposited directly or indirectly into an Elon University Account.

Definitions

E-Commerce- payment activity utilizing credit card transactions or other electronic payments whether web based, application based or via a stand-alone credit card machine.

E-Commerce Committee- A cross functional team that evaluates, recommends, and has oversight for compliant and cost-effective use of payment processes and systems for Elon University.

Policy Statement

The E-Commerce Committee will evaluate business practices as related to E-Commerce activity to ensure proper recording of payment information in the university's financial systems, and monitoring for unrelated business income activity. The Committee has responsibility for:

- Business practices related to e-commerce activity.
- Compliance with credit card processing and credit card handling practices in all forms.
- Software applications that facilitate e-commerce activity.

E-Commerce Committee Membership

Members of the E-Commerce Committee consist of the following positions:

- Assistant Vice President for Business and Finance
- Assistant Vice President for Technology and Chief Information Officer
- Assistant Vice President for Administrative Services
- Director Internal Audit
- Information Security Director
- Comptroller
- Director Application Technologies
- University Bursar