



University of Pittsburgh

Using Stored Value Cards and Electronic Payments Policy Committee Charter

I. Preamble

This body is called the Using Stored Value Cards and Electronic Payments Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01 (formerly 01-01-01), Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of reviewing and proposing substantial revisions to the University Policy on WePay Stored Value Card (Policy FN29, formerly 05-11-01) as well as documents that will support its implementation. The revised policy will establish criteria for using Stored Value Cards or other electronic consumer payment methods to make payments to research participants, students, and other individuals for qualified non-research activities.

III. Background

University Policy FN 29 WePay Stored Value Card was last updated in 2009 and now no longer reflects the University's system for managing Stored Value Card payments (i.e., payments to research participants or athletes for permitted allowances). Also, the current policy does not allow for the University to expand the potential use of making Stored Value Card payments or to expand the use of other electronic consumer payment methods now being developed. In consultation with the Office of Policy Development and Management (Policy Office) and the Office of the Treasurer (OOT), the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) identified several potential substantive changes that would be needed to update the policy accordingly.

This proposed Policy has University-wide application as the intention is to govern the issuance of Stored Value Cards or use other electronic consumer payment methods to make payments to research participants, students, and other individuals for qualified non-research payments by any unit within the University. Furthermore, several departments would be involved in implementing this proposed policy. For instance, OOT currently works with the Research Conduct and Compliance Office, and the Athletics Department, to provide needed training and to receive feedback on the payment process. Also, the Controller's Office and Pitt Information Technology (Pitt IT) are responsible for the processing of transactions and recordkeeping requirements that

would follow under this proposed Policy. The proposed Policy would be informed by the ongoing work of these relevant offices across the University.

IV. Scope and Authority

The Committee will recommend a revised Using Stored Value Cards and Electronic Payments Policy, and supporting documents, which will replace the current University Policy found at FN 29. In doing so, the Committee's deliberations must address the following topics:

- **Scope.** Examine current and possible additional uses of Stored Value Cards and other electronic consumer payment methods. Where possible, any expected uses that are known should be documented.
- **Compliance.** Address specific compliance requirements associated with reporting and managing Stored Value Card payments.
- **Clarity.** Consider users of the Policy and the use of terms so that the Policy and supporting documents are clear and concise.
- **Coordination.** Consult with OOT, Pitt IT, and the Controller's Office to identify and document in the Policy all relevant responsibilities.

V. Responsibilities

As provided above, the Committee is created to propose a revised Policy on Stored Value Card payments and other electronic consumer payment methods. To perform this function, the Committee has the responsibility to:

- Review the current University Policy FN 29, WePay Stored Value Card;
- Research and discuss best practices for managing stored value payments and other electronic consumer payment methods including benchmarking peer universities;
- Incorporate or address applicable federal and state requirements in the proposed Policy and procedure;
- Discuss proposals with interested stakeholders in the University community;
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Stephanie Ford-Jones, Manager**, Payment Processing and Compliance. The Committee will include the following members:

1. **Carolyn Kaikaka**, Student Financial Services
2. **Randy McCready**, Executive Director, Financial Aid
3. **Thurman Wingrove**, Controller
4. **Heather Lego**, Pitt Information Technology
5. **John Elliott**, Director, Internal Audit
6. **Emily Gavin, Treasury Manager**
7. **Melissa Miklos**, Associate Director, Human Research Protection Office
8. **Ryan Varley**, Associate Athletic Director of Business Services
9. **Patrick Smolinski**, Associate Professor Swanson School of Engineering

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete.

The Committee's proposed Policy on Stored Value Cards and Electronic Payments Policy will be submitted to the SVC/CFO no later than the fall term 2020. The SVC/CFO may ask for interim status reports.

After the SVC/CFO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- University Senate's Research Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Stored Value Cards and electronic payments, unless otherwise directed by the Chancellor.