**Training & Policy Certification**

Review of PCI compliance and annual training is an important step in ensuring PCI DSS standards are upheld and helps in securing the cardholder environment. PCI and Cyber Security training are required to be completed annually. Training, and all relevant polices, should be reviewed annually or whenever the credit card environment changes. If there are significant changes to the environment, or you will be switching to a new credit card processor, you must inform the Payment Card Coordinator immediately so a new review can be completed of the cardholder environment and the department can re-certify its compliance. Full compliance must be maintained at all times. This form is to be completed by the Fiscal/Admin Officer and Department Head and submitted with other PCI documents when completing the yearly SAQ. If you have any questions or concerns, please contact Accounting and Disbursement at electronicpayment@lausd.net.

**PCI Departmental Coordinator Acknowledgement**

I have read the Electronic Payment Policy (link) and the LAUSD Electronic Payment Card Guidance and Procedures and understand the responsibilities that come with acceptance of credit cards. I recognize that I must maintain full PCI DSS compliance at all times. I also confirm that all staff within my department have completed the PCI Security Awareness Training online required by LAUSD. I also confirm that all staff that interact with, or work within, the cardholder environment have been trained in departmental and District-wide PCI policies and procedures.

Merchant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Merchant ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Processor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If outsourced, list payment processor, e.g. Stripe)

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Signature Fiscal/Admin Officer Printed Name Date

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Signature Department Head / Principal Printed Name Date