

## **PROTECT SENSITIVE INFORMATION**

To all Cardholders and Reconcilers,

The Procurement Card Administration would like to remind all cardholders and reconcilers about protecting your procurement card information and other sensitive information.

### **Card Security**

- The procurement card should remain in a safe, locked unit unless being used
- Cards should not be carried in a purse or billfold unless the user is going to be making a purchase or is in travel status.
- At no time should a photocopy of the Procurement card be made to provide to others.

### **Document security**

- Mark out:
  - a) The first 10 digits of the card number if the entire number is displayed on the receipt
  - b) social security number
  - c) Any other confidential or private information as outlined through the Health Insurance Portability and Accountability Act of 1996 (HIPPA).
- Scanned documents should be stored on a password protected and/or encrypted secure file and/or server.
- If you must fax your University credit card number (for payment or if you are disputing a charge), make sure your University credit card number is blacked out on the paper after you have completed the fax.

These steps will reduce the possibility of exposure of sensitive information. Protecting your University credit card number as well as other sensitive information will help limit the University's liability and reduce the chance of fraud or identity theft.

Thank you,  
Procurement Card Administration