# OMS Form – Exemptions

**Applicability:** University of Washington

**Standard Title:** OMS Form – Exemptions

## Purpose

The purpose of this form is to document University requests for an exemption to any Office of Merchant Services (OMS) policies, procedures or standards.

## Exemption request Instructions

Please document clearly in the **Exemption Requested** section as applicable:

* Why the exemption is necessary including business concerns
* Why existing OMS tools will not fulfill your business needs
* Why a product was chosen that cannot integrate with the University pre-approved gateways
  + - Please provide other products reviewed and if those products can or cannot integrate with the University approved payment gateways
* Exemptions will not be granted for the following:
  + Use of a different payment processor. Merchants must use the University approved payment processor.
  + Vendors PayPal and Stripe are not permitted due to privacy/security and RCW concerns.

### Merchant Requesting Exemption

UW Merchant: Click or tap here to enter text.

Merchant ID: Click or tap here to enter text.

UW Merchant Contact Name: Click or tap here to enter text.

UW Merchant Contact Email: Click or tap here to enter text.

UW Merchant Contact Phone: Click or tap here to enter text.

### exemption Requested

Policy, procedure, standard or software/platform to be exempted:

Click or tap here to enter text.

Reason for exemption:

If choosing a vendor that cannot integrate with the University approved payment gateway, please describe why this product is exclusively necessary (versus selecting a vendor that can). Note

Click or tap here to enter text.

### Approval and review date

Approved by: Click or tap here to enter text.

Approval date: Click or tap here to enter text.

Annual Review date: Click or tap here to enter text.

Declined by: Click or tap here to enter text.

Declined date: Click or tap here to enter text.

Decision summary: Click or tap here to enter text.

### Links

1. [Merchant Services Policies & Procedures](https://finance.uw.edu/merchant-services/resources/policies-procedures)

https://finance.uw.edu/merchant-services/resources/policies-procedures

### Administrative Information

**Version:** 1.3

**Superseded Standards:** None

**Date Established:** May 1, 2019

**Date Effective:** Feb 9, 2022

**Next Review Date:** Feb 1, 2023

**Contact:** [Office of Merchant Services](https://finance.uw.edu/merchant-services/) – [pcihelp@uw.edu](mailto:pcihelp@uw.edu)

https://finance.uw.edu/merchant-services/