# OMS GUIDANCE – Policy Exemptions

**Applicability:** University of Washington

**Standard Title:** OMS Guidance – Policy Exemptions

## Purpose

The purpose of this guidance is to document the process to request an exemption to any Office of Merchant Services (OMS) policies, procedures or standards.

## Scope

This guidance applies to all UW Merchants.

## Exemption Process

**There are no exemptions to PCI Compliance**. The University is contractually obligated to be PCI Compliant. Merchants may ask for an exemption to an OMS policy, procedure, or standard; but must prove in doing so they remain PCI Compliant.

Merchants requesting an exemption will complete the Exemption Request form linked below and return to [pcihelp@uw.edu](mailto:pcihelp@uw.edu). Exemptions to OMS policies, procedures or standards must be approved by the Director or Assistant Director.

All exemptions are reviewed on a case-by-case basis and expire after one year to ensure the exemption is reviewed annually for validity and necessity.

A merchant who wishes to receive an exemption, may be required for the first year to cover the cost of a full attestation through the University’s Qualified Security Assessor. After the first year, provided the merchant passes attestation, OMS staff will conduct follow up reviews. Any merchant found not in compliance after this full attestation must become compliant within 90 days.

### Links

1. [Exemption Request Form](https://finance.uw.edu/merchant-services/sites/default/files/Uploads/oms-form-exemption-request.docx)

https://finance.uw.edu/merchant-services/sites/default/files/Uploads/oms-form-exemption-request.docx

### Administrative Information

**Version:** 1.0

**Superseded Standards:** None

**Date Established:** Mar 31, 2021

**Date Effective:** Mar 31, 2021

**Next Review Date:** Mar 31, 2022

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

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