



PCI DSS Cardholder Data in Transit Checklist

Event Checklist

Merchant ID Number _____

Serial Number _____

Terminal ID _____

Print Name _____

Location _____

Signature _____

Date _____

SECURITY	Checked Cash Services	CHECKED At Venue	DATE	COMMENTS
Data in transit (out of normal operational activity e.g. Graduation ceremony)				
1. Have the PDQ serial numbers / terminal ID's been checked and the machines examined for tampering?				
2. Are all the debit/credit receipts held securely at the venue?				
3. Have the receipts been secured in blue security pouches and ID number logged?				
4. Has the policy for handling /processing card payments been ed, understood and adhered by all authorised staff?				

It is the responsibility of the Manager of the area/outlet to print, complete, and file this to comply with audit requirements.