



# Third-Party Service Provider Evaluation Checklist

**Schedule an initial meeting with the Merchant Services Operations team.**

[Complete Vendor Payment Capability Assessment.](#)

**[Submit a DRA \(Data Risk Assessment\) intake form.](#)**

Inform your service provider that you need to go through this process.

Complete Step 1 - 4 of the form.

The third-party service provider completes the vendor section of the form.

Complete Step 5 of the form to submit the DRA request.

**Collect AOC (Attestation of Compliance) from the third-party vendor.**

Was AOC signed by the QSA (Qualified Security Assessor)?

Was AOC validated within 12 months?

**Collect a Quarterly ASV (Approved Scanning Vendor) from the third-party service provider.**

**Collect an external penetration test report from the service provider.**

**Request a data flow diagram from your service provider.**

**Submit your SAQ (Self-Assessment Questionnaire).**

**Contact Contract office for contractual terms to ensure compliance with university policy.**