



The University of Western Ontario
Cashier's Office

Support Services Building, Suite 6100
London, Ontario Canada N6A 3K7

Credit Card Processing Information

From Your Customer:

Name on Card:			
Company:			
Address:			
City:			
Province:		Postal Code:	
Telephone No:			
Fax No:			

From your records:

Description:	CMSG Conference				
Amount:	\$26.55	Speed Code:		Account:	
HST:	\$3.46	Speed Code:	UW82	Account:	105400
Total Amount:	\$30.00	CAD			

Requestor:

Name:	Karin Feulgen	Telephone No:	Ext. 85053
Dept:	Economics		
Mail OR Fax to Customer	Mail to Dept OR Fax to Dept		

Fax to Karin Feulgen at 519-661-3666

Cashier Credit Card Info.docx

Effective March 2010

Credit Card numbers are not kept on file -- tear off and destroy once processing complete

Credit Card Type:	MasterCard		VISA		MasterCard & VISA are the only credit cards accepted
Credit Card Number:					
Expiry Date:					



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Credit Card Processing Instructions

To ensure that the Cashier's Office is in compliance with Westerns Bank Card Policy 1.29 we do not keep credit card numbers on file in our office.

The cashier supplies a service to process credit card payments for one-time activities on campus where the department does not have access to a credit card processing system.

This form should be completed for each credit card payment. The form should be delivered to the Cashier's office in Suite 6100, Support Services Building.

The credit card information will be processed within 48 hours. Once processing is complete the credit card number will be destroyed. Credit card numbers are not stored by the Cashier's Office. No electronic files are kept with credit card numbers.

Departments who wish to fax the information to the Cashier's Office can do so by filling out this form and faxing directly to 519-661-3829. Copies of completed forms should not be kept in the department. The form should be shredded using a cross cut shredder or Western's Eco-Shred secured program.

All credit card transactions are processed in Canadian currency.