

Credit Card Payment Policies for Housing Operations Staff

1. Original copies of this form should be submitted to the Controller's Office. Copies should be maintained in the individual's folder. The credit card number shall be blacked out on the copy.
2. When daily deposits are completed, separate deposits shall be done for credit card payments and checks.
3. Copies of driver's license shall be attached to all forms mailed in and placed in the student's file. This copy does not need to go to the Controller's Office.