CREDIT/DEBIT CARD RECEIPT
CUSTOMER NOT PRESENT

FOR INCOME OFFICE USE
Receipt Number:

TO BE FILLED IN BY UNIVERSITY DEPARTMENT HOLDING EVENT

DEPARTMENT OF ……

CONTACT NAME AND TEL NO ……..…….

DESCRIPTION OF CONFERENCE ……..……..

……..…….....

Please attach an addressed pre paid envelope if you require a receipt sending to the customer

FINANCE CODE TO BE CREDITED SOURCE OF FUNDS

FOR INCOME OFFICE USE ONLY

REASON RETURNED

☐ The card has been declined ☐ The card has expired ☐ The card number is invalid

☐ Valid from/Expiry date missing ☐ No Issue Number ☐ No Finance Code quoted/Finance Code invalid

☐ American Express/Discover Card ☐ The PDQ machine is not accepting the card

☐ Other reason …….

CUSTOMER DETAILS

NAME ON CARD ……..……..

CARDHOLDERS ADDRESS ……..…….
(per statement)

INC POSTCODE ……

CONTACT TELEPHONE …….……

CONTACT E MAIL ADDRESS ……..……..

AMOUNT £ ……. CARDHOLDERS SIGNATURE: …….

CARD ISSUED BY (BANK OR EQUIVALENT) ……

CARD NUMBER (On the front of the card)…….……..

SECURITY NUMBER:(On the back of the card) …….

CARD TYPE: VISA……..……. MASTERCARD……

MAESTRO……..... CARD ISSUE NUMBER……..…

VISA/DELTA……..…….. JBC…….……

SOLO…….……. CARD ISSUE NUMBER……..…

VALID FROM DATE…… EXPIRY DATE…….

CARD DETAILS TO BE DETACHED AND DESTROYED AFTER TRANSACTION COMPLETION