

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

TO BE FILLED IN BY THE CUSTOMER

NAME ON CARD

CARDHOLDERS ADDRESS

INC POSTCODE

CONTACT TELEPHONE

CONTACT E MAIL ADDRESS

AMOUNT £ CARDHOLDERS SIGNATURE:



TO BE FILLED IN BY THE CUSTOMER

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 (MM/YY).....EXPIRY DATE (MM/YY)

CARD DETAILS TO BE DETACHED AND DESTROYED AFTER TRANSACTION COMPLETION