



**CREDIT CARD TRANSACTION FORM
FHSU Alnwick**

1. The Department Administrative Assistant is to complete the following information:

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|------------------|--|
| Traveler Name: | |
| Student FHSU ID: | |
| Department Name: | |

2. Travelers will take the credit card transaction form to Student Fiscal Services in Picken Hall 317 to process credit card payments.
 3. The Student Fiscal Services staff are to complete and attach credit card transaction receipts. Deposit funds into 11625 Alnwick Signature Program Cost Center

a. Student 1st payment:

| | | |
|---------------------------|--|-------------------|
| Name of SFS staff member: | | SFS stamp (below) |
| Date of transaction: | | |
| Transaction Amount: | | |

b. Student 2nd payment:

| | | |
|---------------------------|--|-------------------|
| Name of SFS staff member: | | SFS stamp (below) |
| Date of transaction: | | |
| Transaction Amount: | | |

c. Faculty Leader payment:

| | | |
|---------------------------|--|-------------------|
| Name of SFS staff member: | | SFS stamp (below) |
| Date of transaction: | | |
| Transaction Amount: | | |

4. The traveler will return the credit card transaction form and receipt to the department after each payment.
 5. The Department Administrative Assistant will keep this form and receipt for reconciling in Workday. For FHSU Alnwick, Administrative Assistants will add payment information to the FHSU Alnwick Tracking Excel sheet.

Alnwick Program Cancellation/Refund Policy

**Students: Payment 1 is due March 15 and is NON-REFUNDABLE
 Students: Payment 2 is due April 15 and is NON-REFUNDABLE
 Faculty: Payment is due December 1 and is NON-REFUNDABLE after April 1**