



**OFFICE OF THE BURSAR**

University of Alaska Fairbanks

P.O. Box 757640, Fairbanks, Alaska 99775-7640

907-474-7384  
907-474-5898 fax  
Uaf-bursar@alaska.edu  
[www.uaf.edu/finserv/bursar](http://www.uaf.edu/finserv/bursar)

**Credit Card Fee Processing**

**TO RECORD CREDIT CARD USAGE BY DEPARTMENTS OTHER THAN THE BURSAR OFFICE.**

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Credit Card Activity Total:** \_\_\_\_\_

**Accounting to be Charged for Credit Card Fees:** \_\_\_\_\_

**\*\*\*COPY OF DAILY CLOSE REPORT MUST BE ATTACHED\*\*\***

**Bursar Office to Complete Below:**

**Cashier Banner Username and Session Number:** \_\_\_\_\_

**TURN THIS FORM INTO RACHAEL HEWITT @ FINANCIAL SERVICES, BOX 7920 –RED MAIL BAG**

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*You Belong Here.*

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