



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

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 PENNY BALES @ FINANCIAL SERVICES, BOX 7920 – RED MAIL BAG

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