



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/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*****
Turn this form in with your Departmental Deposit.

Bursar Office to Complete Below:

Cashier Banner Username and Session Number: _____

**TURN THIS FORM INTO PENNY BALES @ FINANCIAL SERVICES, BOX 7920 –
RED MAIL BAG**

Naturally Inspiring.

UAF is an AA/EO employer and educational institution.