



DEPOSIT FORM  
Credit Card Approval

Department Name: \_\_\_\_\_

Master Card

Visa

Discover

American Express

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

PeopleSoft Chartfield: \_\_\_\_\_  
Account Department Fund Program Project/Grant  
(If Applicable)

Description: \_\_\_\_\_

Total Deposit Amount \$ \_\_\_\_\_

Comptroller's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Credit Card Deposit Procedure:**

1. The credit card information is written down on a credit card form.
2. The staff member taking the information will keep the form face down once the form is completed.
3. The staff member will send the Comptroller's Office a deposit form without credit card information via fax, e-mail or interoffice mail for chart field review and approval (applicable for non-student payment transactions other than Auxiliary transactions and routine campus rec payments).
4. The staff member will attach the credit card form to the approved deposit form and hand deliver it to the cashier in the Office of the Bursar for processing within one business day.
5. The staff member will not leave credit card information unattended in their work area. If the deposit form cannot be delivered for processing immediately it is placed in an envelope and locked in a desk drawer.
6. Once received in the Office of the Bursar, the cashier will either enter the information directly into the cashing system and provide a confirmation number/receipt to the payer or will safeguard the information in a locked desk drawer until a cashier is available for processing.
7. If the credit card transaction is declined the cashier will notify the department via e-mail referencing the payer's name and last four digits of the credit card number.
8. The credit card information related to the declined transaction will be stored in a locked safe for 48 work week hours to allow time for the department to get a response from the payer with updated payment information.
9. Once the credit card information has been processed through the cashing system, the credit card form is detached from the deposit form and shredded as soon as possible by the Office of the Bursar staff.
10. Except for instances of declined credit card transactions, credit card information is not retained overnight in the Office of the Bursar.

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