

Credit Card Charge Receipt



Trip Leader: Provide trip name and FOAPAL below. Let Business office know student is coming over to make a charge. Give this receipt to student and remind them to return receipt to you. Add charges to your trip accounting.

Trip Name: _____ Trip FOAPAL: _____

Business office: Staff member will process the charge, verify amount, and return this receipt to student.

Amount charged: \$ _____ 3% cc fee charged: \$ _____ = Total charged: \$ _____

Business office verification signature: _____

Student: Provide your name and date. Return this receipt to trip leader so they can keep track of your trip payments!

Student Name: _____ Date: _____

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