



### Credit Card Receipt Documentation

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

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

Customer Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Name on Card (if different): \_\_\_\_\_

Telephone #: \_\_\_\_\_

- Card Type:  Visa  
 MasterCard  
 American Express

Exp. Date: \_\_\_\_\_

Amount of Charge: \$ \_\_\_\_\_

Deposit to: \_\_\_\_\_

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

Object Code: \_\_\_\_\_

Receipt #: \_\_\_\_\_



Card Number (CONFIDENTIAL): \_\_\_\_\_

Description: