

People Soft Credit Card Payment Request Form

Use this form to pay PeopleSoft invoices, repayments to the UofC, or registration payments to the UofC via a credit card for amounts \$5,000 (CDN) or less. Email completed request form to Finance@ucalgary.ca.
DO NOT include credit card information on this form. An Accounts Receivable Analyst will contact you via telephone to process your payment.

PAYER INFORMATION

Date of Request
Phone #
Signature of card holder

CONTACT INFORMATION

Requested By
Email Address

UofC DEPARTMENT INFORMATION (if required)

Staff Name:
Staff Email:
Department Name:
Faculty:

PEOPLESOFT INVOICE PAYMENT INFORMATION (if required)

PeopleSoft Customer #	Invoice Amount
PeopleSoft Invoice #	Invoice Amount
PeopleSoft Invoice #	Invoice Amount
PeopleSoft Invoice #	Total Payment Amount <i>(in Canadian Dollars)</i>

UCALGARY PEOPLSOFT ACCOUNTING CHARTFIELD STRING (if required)

Business Unit	Fund	Department	Account	Project	Activity	Internal
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UCALGARY PEOPLSOFT EXPENSE REIMBURSEMENTS

Note: only expense claims that have been approved and posted in PeopleSoft are eligible.

Expense Claim #	Amount
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RECEIPTING REQUIREMENTS:

Credit Card Receipt Required?	YES	NO	
Receipt Delivery			Fax #
Email Address			
Attention To			
Mailing Address			
City			Province
Country			Postal Code

NOTES

ACCOUNTS RECEIVABLE OFFICE USE ONLY:

DATE REQUEST RECEIVED
APPROVED BY