



## FOI Credit Card Payment

AMOUNT OF TRANSACTION: **\$32.70**

DATE.....

Please charge this transaction to my

- MASTERCARD
- VISA

My full card number is:

Valid until end: ...../.....mm/yy

Name on Card: .....

Address:

.....  
..... Postcode.....

Email Address:

Telephone: .....

Signature of Cardholder: .....

If details taken over telephone – staff member who took details:

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**FINANCE USE ONLY**

Date processed: .....

Signature of staff member: .....

*Note: have all procedures been carried out to ensure full processing of credit card transaction ?*