

Credit Card Procedures for Student Activities

Payment Order made out to:

Key Bank
PO Box 790408
St. Louis, MO 63179-0408

Fill out a Payment Order with the following:

- Transfer of funds to Credit Card account
 - Where you will be using the credit card and what it is being used for
 - Date when you will pick up and return credit card
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- Bring form to Ann Bedard to process.
 - Ann Bedard will contact you that you can pick up the signed Payment Order
 - Take the signed Payment Order with you and bring to Deanna Bizzaro-Karam's office and sign the Credit Card Log.
 - Leave the Payment Order in Deanna Bizzaro-Karam's office.
 - When you return the card:
 - Write down the amount of money you charged on the Credit Card Log and on the Payment Order
 - Attach any receipts or orders to the Payment Order
 - Give completed Payment Order to Ann Bedard to process
 - Money from your account will be transferred to the Credit Card account and a check will be made out to pay credit card bill when it comes in.