



## CREDIT CARD AUTHORIZATION FORM

**Requested by:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Amount** (CAD funds only): \_\_\_\_\_

**Payment For** (description): \_\_\_\_\_

**Credit Card Type:**  Visa     MasterCard

**Credit Card Number:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Card ID Number** (CVV code): \*\*\*

**Phone Number of Card Holder:** \_\_\_\_\_

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\*\*\* For security purposes please phone in the CVV (3-digit code on back of credit card) to the Financial Coordinator, Brenda Wood 613-533-3016

**NOTE: Queen's University does not keep a file of credit card numbers. At the completion of the transaction, this document will be shredded.**