

Credit Card - Phone Sales Form

MERCHANT INFORMATION:

Merchant Name: LANL – Cashier’s Office

Merchant Address: P.O. Box 1663, MS P231
Los Alamos, NM 87545

Merchant Telephone: 505-667-4090

Merchant Fax: 505-606-0102

1. Transaction Date: _____

2. Transaction Amount:\$ _____

3. Payment Description:

Housing – Rent Apt # _____

Housing – Application Fees

Housing - Damage Deposit

Travel - POA Trip # _____

Insurance

Parking Ticket Ticket # _____

Conference

4. Z number: _____ Contact Phone Number: _____

5. Card Holder Name (exact name): _____

6. Credit Card Number: _____

7. Type of credit card: Personal Card or Government Card

and MC or VISA

8. Credit card - Expiration date: _____

9. 3 digit security code on back of credit card: _____

10. Billing address: _____

12. Authorization #: (merchant use only) _____

13. Cardholder Signature _____