

Payment by Credit Card Request Form

(to be submitted when requesting to make a payment via credit card)

Request to pay a UCalgary PeopleSoft invoice or to repay an overpayment (expense claim or payroll overpayment) via credit card. Email the completed form to finance@ucalgary.ca.

DO NOT include credit card information on this form. You must provide an email address to receive a link to complete payment.

Step 1 - Fill In Requestor and Cardholder Information

PAYOR INFORMATION

Date of Request	<input type="text"/>	Name of Cardholder (if different than requestor)	<input type="text"/>
Name of Requestor	<input type="text"/>	Signature of Cardholder (if different than requestor)	<input type="text"/>
Signature of Requestor	<input type="text"/>		
Email Address (link sent to)	<input type="text"/>		

Step 2 - Fill in Payment Type

UCALGARY PEOPLESOFT INVOICE PAYMENT

Enter multiple lines if paying more than one invoice

	UCalgary Invoice #	Invoice Amount
Invoice #1	<input type="text"/>	<input type="text"/>
Invoice #2	<input type="text"/>	<input type="text"/>
Invoice #3	<input type="text"/>	<input type="text"/>
Total Payment (in Canadian Dollars)		<input type="text"/>

UCALGARY PEOPLESOFT EXPENSE CLAIM REIMBURSEMENT

Only expense claims that have been approved and posted in PS are eligible.

	Expense Claim #	Amount To Repay
Expense Claim #	<input type="text"/>	<input type="text"/>

UCALGARY PAYROLL / SCHOLARSHIP OVERPAYMENT REIMBURSEMENT

Employee or scholarship overpayment

	Name	Amount To Repay
Employee Overpayment	<input type="text"/>	<input type="text"/>
Scholarship Overpayment	<input type="text"/>	<input type="text"/>

OTHER - UCALGARY PEOPLESOFT ACCOUNTING CHARTFILED STRING (if required)

Fund	Dept	Account	Project	Activity	Amount To Repay
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3 - Email form to: finance@ucalgary.ca

Once the completed form is submitted and processed, you will be emailed a Payment Request containing a link to a Moneris-hosted pay page, from **UCalgary Finance <noreply@moneris.com>**. Please remember to check your junk folder for this email. The email will contain the amount the cardholder agreed to pay listed on this form. Click the **Complete your purchase** hyperlink, you can then complete your credit card payment through the link.

FINANCIAL OPERATIONS USE ONLY:

Date Request Received	<input type="text"/>	Request Number
Approved By	<input type="text"/>	