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## Finance Policy: Credit Card Facility for Payment to SU

<b>Type of Document:</b>	Policy
<b>Purpose:</b>	The policy contains the information that is required for processing credit card transactions
<b>Approved by:</b>	Finance Committee
<b>Date of Approval:</b>	2009/05/04
<b>Date of Implementation:</b>	2009/05/04
<b>Date of Next Revision:</b>	As required
<b>Date of Previous Revision(s):</b>	None
<b>Policy Owner<sup>1</sup>:</b>	Chief Operating Officer
<b>Policy Curator<sup>2</sup>:</b>	Chief Director: Finance
<b>Keywords:</b>	Credit Card Facility, Payments to SU
<b>Validity:</b>	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at [www.sun.ac.za/policies](http://www.sun.ac.za/policies)

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<sup>1</sup> Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

<sup>2</sup> Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

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## **CREDIT CARD FACILITY FOR PAYMENTS TO SU**

**Policy Number: 018A/06/04**

**Scope: The policy contains the information that is required for processing credit card transactions.**

**Policy:**

SU has a credit card facility for the receipt of payments made to SU. The purpose of this facility is primarily to facilitate the receipt of conference fees. The commission linked to credit card payments to Standard Bank (currently 2,5%) will be for the account of the department/institute/division concerned.

The details that are required for such a transaction are:

- Credit card account number
- Card type
- Expiry date
- The last three digits on the back of the card (near the signature)

Should someone want to use this facility or has any enquiries, further details can be obtained from the Funds and Assets Control Division.

**Contact Division:**

Funds and Assets Control