

American Society for Clinical Laboratory Science - PA

RECORD OF CREDIT CARD INCOME RECEIVED

Return to: Judy Hoover
3 White Oak Blvd.
Mechanicsburg, PA 17050

Computer Date: _____

Directions for completing this form: This form is to be used to submit income which has been charged using a Mastercard or VISA. There are no limitations on what kind of service can be charged (i.e.: registration for a meeting or seminar, vendor exhibit booth, program sponsorship for speaker or coffee break, donation to scholarship funds, etc.) or the monetary amount which can be charged. Charges may be taken in person, over the phone, or by mail order. The information below must be completed for each charge order and forwarded to the Treasurer within 1 week of the order. The Treasurer shall obtain a charge authorization code and notify the individual or company charging if the charge is denied. A service fee for each charge shall be levied by the Merchant Card Service and shall be deducted against the income account for which the charge was received.

Committee or Function: _____

Date	Credit Card Number	Exp. Date	Individual or Company who is incurring the charge	Name of the Cardholder (if different from the previous column)	Complete Address of the Cardholder	Phone Number of the Card Holder	Amount to be Charged

Total Charged: _____

Signature of Individual Preparing Form:

Printed Name: _____

Address: _____

Phone Number: _____

Date: _____

Sales Tax Calculation: When a taxable item is being exchanged for money, sales tax must be collected. Examples of taxable items are membership labels, business cards, pins, and cookbooks.

Item Sold	Price per Item	Total
	Non-Taxable Income	
Item Total X 0.06	Penn Sales Tax	
Item Total X 0.01	Local Sales Tax	
	Total	