



COASTAL CAROLINA UNIVERSITY

Record Group #355

OFFICE OF STUDENT ACCOUNTS

16525 CREDIT CARD RECEIPTS

Description

Records used to verify amounts of a departmental deposit or if a charge is disputed. Information includes CCU address, terminal identification number, merchant number, date, type of credit card (Visa, MasterCard, American Express, Discover), expiration date, authorization code, total charged, name and signature of card holder as well as the following statement, "I agree to pay the above total amount according to card issuer agreement."

Retention

18 months, destroy

SCHEDULE APPROVED 03/18/14