

PAYMENT OPTIONS

Department/Organization/Individuals Name* _____

Contact for billing: _____ PHONE #: _____

Reservation Event #: _____ DATE: _____ Location: _____

Please elect one option as to how you will pay for this event.

Electronic Check and Credit Card are accepted for payment of all Non-University Events. Please visit the links to complete your transaction. 50% down payment is required for events accepted for reservation to complete the confirmation process. All balances are due in full no less than 5 business days prior to the scheduled function.

Please note: that reservations are only considered tentative until receipt of deposit

E-Check

Credit Card <http://usfweb2.usf.edu/ems>

For University Departments:

Centrally Bill via ChartFields

Please provide the ChartField where your department or organization would like this charged below:

Business Unit:	<u>USF01</u>	Department:	_____
GL Account:	_____	Product:	_____ <small>(Fill in 6 zeros if none)</small>
Operating Unit:	_____	Initiative:	_____ <small>(Fill in 7 zeros if none)</small>
Fund Code:	_____	Project:	_____ <small>(May be left blank)</small>

I hereby authorize the Marshall Center to centrally bill my University account for the charges that are associated with this event.

Authorizing Signature: _____

Date: _____

Print Name: _____

*TO BE COMPLETED BY A MARSHALL CENTER STAFF MEMBER.