What should I record on a credit card sales draft?

Sale drafts are rarely used, as the majority of our departments have switched to POS terminals for processing. If you are among the remaining few who have not already done so the following should be recorded on a credit card sales draft:

- Cardholder’s number
- Cardholder’s name, as it appears on the card
- Expiration date
- Goods or services purchased
- Your merchant number information
- The amount of the sale
- On the signature line you may record the cardholder’s phone number or sales item number.

Category:

- Treasury Operations FAQ [1]

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Links
[1] https://finance.uoguelph.ca/category/category/revenue-control