

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.4	Educational Media Resources	Revised:	March 2006
Policy 5.4.3	Cash Payments/Credit Card Payments/Direct Bills	Responsibility:	Vice President and Chief Information Officer

CASH PAYMENTS/CREDIT CARD PAYMENTS/DIRECT BILLS

Procedures

If prior arrangements have been made to pay for services by cash rather than by a departmental account number (e.g., work for clinical faculty, staff, or students and personal work), the client should obtain a [Cash Receipt Voucher](#) from any of the divisions before going to the Cashier's Window in order to obtain the exact charges indicated on the service request and make the payment directly to the Cashier's Window at the Bursar's Office. The cashier's receipt will serve as authorization to pick up completed work.

The client may also use a credit card to pay for services. The following credit cards will be accepted: American Express, Discover, MasterCard, and VISA.

Another alternative for external agencies (e.g., University Health System and VA Hospital) is to make prior arrangements for direct billing. Upon receipt of an invoice from Educational Media Resources, the client should make payment directly to the Educational Media Resources.
