

ALAO PROCEDURE FOR PROCESSING CREDIT CARD CHARGES

ALAO members may now use MasterCard or Visa credit cards to pay membership dues and workshop/conference registrations. All credit card payments must be made directly through the OCA office and a **Convenience Fee** will be added to the transaction.

- Transactions Less Than One Hundred Dollars (\$1 to \$99)
Convenience Fee: Three Dollars (\$ 3.00)
- Transactions One Hundred Dollars or More (\$ 100 & Up)
Convenience Fee: Five Percent (5% of Total Amt.)

Members who wish to use this method of payment should:

1. Complete the membership or registration form and send it to the **ALAO registration coordinator** designated on the form. Check the box that indicates your payment will be via credit card.
2. Complete the **Credit Card Authorization Form** below. Return to the **OCA Office** as directed on the bottom of the form. (**NOTE: Provide credit card information ONLY to the OCA Office.** This will help us limit exposure of your credit card information.)

Credit Card Authorization Form

Card Number: _____ Expiration Date: _____

Cardholder Name: _____

Billing Address: _____ Zip Code: _____

College/University: _____ Office Phone: _____

ALAO Membership Dues: \$ _____

Workshop/Conference (Specify: Annual CMIG CMCIG DLIG IIG SSIG TSIG) \$ _____

Other (Specify: _____) \$ _____

Subtotal: \$ _____

Convenience Fee:
Transactions \$1 - \$ 99 / Fee = \$ 3.00 --or-- \$100 & Up / Fee = 5% (.05) x Subtotal Amt. \$ _____

TOTAL AMOUNT: \$ _____

I Agree to Pay Above Total Amount According to Card Issuer Agreement

Signature: _____ Date: _____

To Pay By Credit Card (and limit exposure of your information):—CALL **614-292-8041**

Or Send Completed Form Via FAX: —FAX TO **614-292-8042**

Or MAIL Form To: **THE OHIO COLLEGE ASSOCIATION, PO BOX 3082, COLUMBUS OH 43210**

For questions regarding credit card transactions please contact
Joyce Wright Harris at OCA for assistance at: 614/292-8041 or jwhar2787@aol.com