Methods of Payment:

- **Cash, Check or Money Order:**
  - **External / Non-Student Invoice payments:**
    - Even if a department has receipting privileges, hand-deliver all cash, checks or money orders to the Billing Office-HO149.
  - **Unidentified payments:**
    - Hand-deliver all unidentified payments to the Controller’s Office-HO156 for research.

- **Credit Card:**
  - **External / Non-Student Invoice payments:**
    - Contact Linda Pandezanin in Student Accounts, ext. 2-4280 for all credit card processing.
  - **Miscellaneous department payments:**
    - If the department does NOT have a POS terminal, contact Linda Pandezanin in Student Accounts, ext. 2-4280 for credit card processing.

- **Wired Funds:**
  - **External / Non-Student Invoice payments:**
    - Email UNCWwires@uncw.edu (Cashier’s Office) to advise them of expected wire amount. Provide the UNCW invoice number (begins with S).
  - **Miscellaneous department payments:**
    - Email UNCWwires@uncw.edu (Cashier’s Office) to advise them of expected wire amount. Provide Cashier’s Office with deposit transmittal.

HLIannucci 11.12.2015