USC Scheduling Office
CREDIT CARD AUTHORIZATION FORM

Date: ______________________

Name of Cardholder as it appears on credit card: ________________________

This transaction is a:  (  ) Payment   (  ) Cleaning and Damages Deposit  (  ) Both

Card Type:    VISA      MC       DISC    AMEX    Last 4 Digits of Card #:_______________

Amount authorized: $_____________     Event Name:________________________

Reservation number: _________________     Event Date:________________________

Invoice number (if applicable): _______     Event Location:____________________

I, ___________________, do hereby authorize the University of Southern California to
charge my credit card for the amount indicated below as detailed on the invoice, Event
Status Report, or reservation number referenced above.

________________________    ________________________
Signature of Cardholder     Date

CARD INFORMATION
(Will be shredded immediately following authorization)

Card Type:    VISA    MC     DISC    AMEX    Full Card #:__________________________

Expiration Date: _________________________

Security Code (3 #s on back of card): ____________

Billing Address: ______________________________

______________________________

PLEASE NOTE: All Scheduling Office charges will appear on your statement under
“Ground Zero Performance Café.”

Please submit this form to the location below which corresponds to your event location:

Tutor Campus Center, Outdoor Locations, Tommy’s Place, and Vendor Spaces:
USC Scheduling Office
3607 Trousdale Parkway TCC 330
Los Angeles CA 90089-3103
Scevents@usc.edu / odprod@usc.edu / tpprod@usc.edu
P: 213-740-6728/F: 213-740-9603

Bovard Auditorium and Ground Zero Performance Café:
USC Scheduling Office Satellite – ADM
3551 Trousdale Pkwy, ADM 299
Los Angeles, CA 90089-4014
gzprod@usc.edu / bovprod@usc.edu
P (Bovard): (213) 740-4211
P (GZ): (213) 740 - 7394
F: (213) 740-5298