

Payment Guidelines

To make a payment for a program utilizing SDSU, please see the following options:

1. ACH-WIRE Transfer Instructions

Details Available Upon Request.

2. INTERNATIONAL WIRE Transfer Instructions

Details Available Upon Request.

3. Payment by Credit Card

Please call 619-594-7640 and be able to provide the following:

Company/Group/Program Name

Amount of Payment

Detailed credit card information as required by merchant processor

****No credit card payments will be received after 12pm (noon) of the day of your arrival****

4. Payment by Check

Send the contract, deposit and payments to:

Financial Services Department

Aztec Shops Ltd.

Conference Services at SDSU

Reference Agreement #15-XXXX

San Diego State University

San Diego, CA 92182-1701

5. Payment by PO (Purchase Order)

A PO (Purchase Order) must be on file with the Summer Conference Manager prior to use of any classroom/meeting room, field, residential hall or dining facility.

Programs that have not supplied a PO (Purchase Order) will not be allowed to use contracted or amended facilities.