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## **My department information system has a credit card number field in the payment information screen – what do I need to input?**

Departments are not allowed to input any credit card information into the department system or database. Consider credit card information as "toxic waste" - not to be stored anywhere.

### **Category:**

- [Treasury Operations FAQ](#) [1]

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### **Source**

**URL:**<https://www.uoguelph.ca/finance/faq/my-department-information-system-has-credit-card-number-field-payment-information-screen-%E2%80%93-what->

### **Links**

[1] <https://www.uoguelph.ca/finance/category/category/revenue-control>