



# Virtual Credit Card

## Sign up Form

Dear Vendor,

Grand Valley is happy to offer the convenient and efficient method of a "virtual credit card" to you. This method of payment is processed using a unique 16 digit MasterCard number. The only information we need is the email address to receive the electronic payment notification. (You can provide up to two notification contacts.) To facilitate this method of payment, please provide the information requested below and return to GVSU via:

E-mail: [bankdesk@gvsu.edu](mailto:bankdesk@gvsu.edu)

Fax: 616-331-3287

Mail: Grand Valley State University  
Bank Desk  
1 Campus Drive, 2015 JHZ  
Allendale, MI 49401

Company Name: \_\_\_\_\_

Contact #1 Name: \_\_\_\_\_

Contact #1 E-Mail: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_

Contact #2 E-Mail: \_\_\_\_\_

To make changes to where your payment notifications are e-mailed please send a notice to [bankdesk@gvsu.edu](mailto:bankdesk@gvsu.edu).