

ACCEPTED MEDIA SOLUTIONS FUNDING SOURCES

- FOR ASSISTANCE WITH FUNDING, PLEASE CHECK WITH YOUR DEPARTMENT FISCAL OFFICE.
 - ADDITIONAL CHARGES MAY BE APPLIED FOR EXPIRED & INVALID FUNDING OR IF THE PAYMENT SOURCE IS CHANGED AFTER INVOICING.

UW/UDDS/FUNDING STRING:



Fund* Project/Grant Dept.* Program*

Fund: Always 3 numbers

Project/Grant: 7 digits, can be all numbers *or* letters and numbers.

Required if charges should be applied to a specific project or grant.

Department: Always 6 numbers

Program: Always 1 number

UWHC/UWMF PO NUMBER:



UWH1 followed by 7 additional numbers

UWHC, UWMF, WI STATE PAYMENT: (Credit Card Or Check)

UWHC, UWMF and WI State clients are billed at our standard rates. Payment can be made with a check or credit card attached to UWHC, UWMF or WI State funds. We **cannot** accept credit card payment from cards attached to UW funds.

PERSONAL PAYMENT OPTIONS: Check or Credit Card

***UW Students, Faculty & Staff:** Did you know your department might pay for your project? Please contact your supervisor or fiscal department for a funding string before submitting your project with personal payment. Additional charges may apply if the payment source is changed after your invoice has been processed.

UW Student Personal Payment*: UW students are billed using our standard rates. If you select the student payment option, you must confirm you are a UW Madison student and the final product will be used UW related event. Sales tax (5.5%) will be added to your invoice.

UW Faculty/Staff Personal Payment*: If you select personal payment, the Non-UW Client rate will be applied to your invoice. (see below)

Non-UW Clients: By selecting this payment option, Media Solutions is required to apply a 55.5% surcharge to our standard pricing plus 5.5% sales tax.

$$\begin{array}{ccccccc} \text{example: } \$100 + 55.5\% = \$155.50 & \rightarrow & \$155.50 + 5.5\% = \$164.05 \\ \text{Sub Total} & \text{Surcharge} & \text{Pre-Tax} & & \text{Pre-Tax} & \text{Sales Tax} & \text{Total Cost} \\ & & \text{Amount} & & \text{Amount} & & \end{array}$$