

**This section to be completed by applicant**

Application Type: New  Revised

Department/Group Name: \_\_\_\_\_

Contact Name: (please Print) \_\_\_\_\_

Site: \_\_\_\_\_ Form ID: (if existing) \_\_\_\_\_ Page ID (if existing): \_\_\_\_\_

Supervisor/Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department General Ledger Account Number: \_\_\_\_\_

Describe the event or activity the e-commerce payments will be used for: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Date Web Form to go Live: \_\_\_\_\_ Date to remove Web Form: \_\_\_\_\_  
(Contact's responsibility)

Describe the frequency of this event or activity:

One time  Annual  Continuous  Other  Please explain your selection in detail: \_\_\_\_\_

**Please note that there will be a \$ 0.30 per transaction fee and an approximate 2.3% processing fee (subject to change) that will reduce your gross payment and will be charged to your departmental expenses.**

Example: Fee for the event:	\$ 25.00
Transaction fee:	( .30)
Processing Fee:	( .58)
Net Revenue:	\$ 24.12
Departmental Expense:	\$ .88

**Please send this application form to Renee Lillibridge in OFS after completing this section.**

**This section to be completed by the Controller and used by Web Programmer.**

e-commerce application: Approved  Denied  \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of Controller)

Reason for Approval or Denial: \_\_\_\_\_

Issue refunds: Approved  Denied  \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of Controller)

Reason for Approval or Denial: \_\_\_\_\_

Datatel Revenue Account Number: \_\_\_\_\_  
(event occurs in the current fiscal year) (assigned by the Controller)

Datatel Deferred Revenue Account Number: \_\_\_\_\_  
(event occurs in the subsequent fiscal year) (assigned by the Controller)

Datatel Expense Account Number: \_\_\_\_\_  
(event occurs in the current fiscal year) (assigned by the Controller)

Datatel Deferred Expense Account Number: \_\_\_\_\_  
(event occurs in the subsequent fiscal year) (assigned by the controller)

Date e-commerce work order closed: \_\_\_\_\_  
(OFS to complete)