

Business and Financial Services - Campus Cashiering

Online Payment Request Form

1. General Information:

Contact Name:

Email:

Phone #:

Dept. #:

Dept. Name:

2. Who will your customers be?

Students

Faculty

Grad

Alumni

UnderGrad

ECEC Customers

Staff

External Customer/entities

3. What kind of payment will you be accepting?

Online only

Online and at Cashiers Window

Cashiers Window only

4. Business Purpose: *(Brief description of the business activity, including goods/services offered)*

Event/Conference Name:

Start Date:

End Date:

Is this a reoccurring/continuous event for your department? Yes No

5. FAU (Full Accounting Unit) for credit card fee recharges of 2.75%:

Fund Financial Manager of this FAU income account:

6. Do you want Email notifications?

Failed transactions: Yes No Email Address:

Successful transactions: Yes No Email Address:

7. Customer notifications

Customers will receive Email receipts

from: Receipt email subject:

Receipt email header:

Current header: UCMerced Campus Address

Storefront Information

List of items for sale

FAU (Full Accounting Unit) for income account. *Chargebacks, if any, will be applied to this account. Provide a FAU for each item you want sold, if you want it separated on the General Ledger.*

Fund Financial Manager of this FAU income account:

1. The items for sale:

2. Collect additional information during checkout:
 - Name
 - Mailing address
 - Email
 - Other items:

3. Please attach a banner if you would like it to be used for your storefront.
Size: 965 x 225 pixels or less and less than 1 MB.Format: .jpeg, .gif, .png URL

4. Store name to display on all pages:
Picture of items Size: 500 x 500 pixels or less.

5. Color scheme: Currently set up with campus approved colors. Changes subject to approval.

6. Do you have a message or concern?

**PLEASE SEND A COPY OF YOUR FLYER OR WEBSITE WHERE THIS STORE
FRONT WILL BE ADVERTISED**

Please email completed form, flyer/website, pictures you want added and other items to:
cashiers@ucmerced.edu.

A reply can be expected within 4 campus business days. After all necessary information has been received, please allow for 10-12 campus business days for online payments to be implemented.

Thank you,
UCM Campus Cashiers
(209) 228-4120