

CashNet Request

CashNet is the University approved e-commerce system, which can be used to sell event tickets, charge membership dues, collect donations, etc.

This worksheet will help guide your conversation with your student organization to identify the necessary information to setup a CashNet site.

Once you have collected the necessary information, please forward this form to your SLD Advisor. Please allow for 3-6 weeks to process the request and create the CashNet site.

Name of Organization:

Organization ASI Account number where funds will be deposited into:

Contact person for the CashNet site:

Name:

Phone #:

Organization Title:

Email:

Information of Event/Purpose of CashNet Request:

Name of event/purpose

Date of event/purpose

Type of event/purpose

Short Description of event/purpose

CashNet Site Details:

Please provide a list of information to be collected through CashNet.

- Consider what information to collect that will be useful, such as First Name, Last Name, Phone Number, Email, T-Shirt Size, etc.

Please provide payment information, such as cost per registration, ticket, donation, etc.

Categories (if applicable). For example, the event has divisions (age or experience), participant categories, etc.

Start date for CashNet site payment

End date for CashNet site payment

How often does the student group want to receive CashNet reports (i.e. daily, weekly, monthly)?

Service Fee:

There is a service fee for using CashNet. There are two options for the service fee charge:

1) Purchaser pays the service fee:

- 2.75% for Credit Card/Debit Charges
- 0.00% for eCheck Charges

OR

2) The organization can pay the service fee:

- 2.50% for Credit Card/Debit Charges
- 0.00% for eCheck Charges

Does the organization what the purchaser to pay the service fee or will the organization pay the service fee?

Image:

The organization may provide a logo for the CashNet site. Logo must be 1.0MB or less. This is optional.