MICHIGAN STATE
U N I V E R S I T Y
CASHNET REQUEST VOUCHER

RSO NAME:

ACCOUNT NUMBER:

DESCRIPTION OF CREDIT CARD TRANSACTION REQUEST:
(This will be visible to purchasers and should explain in detail what it is they're purchasing)

RECEIPT TEXT:
(What you want to be sent to Credit Card Payer after transaction is complete)

PRICE TO CHARGE:	$

(List as a single price or multiple, ex. size Small $7, size Med $8, etc.)

CAN USER CHANGE THE PRICE? (ex. donations where any amount is welcomed)			**Yes**	**No**
CAN USER SPECIFY THE QUANTITY? (ex. selling tickets or merchandise)			**Yes**	**No**
*IF YES **MINIMUM QTY ALLOWED**		**MAXIMUM QTY ALLOWED**		
*IF YES **AVAILABLE INVENTORY** (if tracking inventory)				
DO YOU WANT ANY ADDITIONAL INFORMATION COLLECTED FROM THE BUYER?			**Yes**	**No**

(If so, please list additional information below)

ONLINE SALES DATES	START DATE		END DATE	

(Maximum selling period is 2 weeks unless approved for extension)

BY SIGNING THIS FORM, YOU ARE AUTHORIZING A 2.5%-3.5% CREDIT CARD TRANSACTION FEE FOR USING THIS SERVICE. THIS FEE WILL BE DEDUCTED FROM YOUR RSO ACCOUNT.

PLEASE NOTE: Student organizations are considered a separate entity from Michigan State University and do not fall under MSU's tax exempt status. Contributions are not tax deductible.

INSTRUCTIONS: Scan and email this voucher with signature authorization using MSU email account to: StuOrgs@vps.msu.edu *OR* Submit documents to Central Business Office, 101 Student Services Building.
Please allow up to 10 business days for processing. You'll receive an email with a link for payment after completion.

I certify that this payment is appropriate, correct and made in accordance with University Policy and Procedure

Officer's Name:	
Officer's Signature:	
Officer's NET ID:	DATE
Officer's Position:	
Advisor Name:	
Advisor Signature:	
Required if CASHNet request over $500.00	DATE

OFFICE USE AREA

SIGNATURE VERIFIED		PAYMENT MADE	
VOUCHER RECEIVED		CASHNET CLOSED	
CASHNET CREATED			