Accounting Services
CASHNet eMarket Credit Card Fee
Authorization Form

Please complete the form and return to Brian Alley – brianalley@csufresno.edu

Satellite Location: (Part A)

Credit Card Fees (please check one): ❑ CampusPay Fee (Department pays) ❑ Service Fee (Customer pays)

CampusPay Credit Card Fee – Department pays (please complete section below only if department will pay service fee):

Departments will be charged CampusPay credit card fee of 2.20% per transaction. Pricing is determined by CASHNet® and is subject to change. All eMarket credit card charges should be deducted from the PeopleSoft chartfield account listed below.

Guidance for entering Chartfields:

• Revenue (5xxxxx) and expense (6xxxxx) accounts must have an account, fund, department, and class code entered.

• Program and Project codes are only used if a unique chartfield value is shown on the form. Otherwise, leave blank.

_____ - _____ - _____ - _____ - _____
Account Fund Dept Class Project

Credit Card Service Fee – Customer pays (please complete section below only if customer will pay service fee):

eMarket customers will be charged a credit card service fee of 2.65% per transaction. Pricing is determined by CASHNet® and is subject to change. **Department will pay fees not paid by customer for item codes excluded below.*

Apply fee to customer for (please check one): ❑ All item codes ❑ All item codes except item codes listed below*

_____ - _____ _____ - _____
Item Code Description Item Code Description

_____ - _____ _____ - _____
Item Code Description Item Code Description

Department Use Only: (Part B)

Prepared By: _____ _____ Date:_____
(Please Print Name) (Signature)

I acknowledge that eMarket credit card fees will be charged as indicated above.

Department:_____ eMarket: _____ Ext_____

Chair /Dean/Director/Manager: _____ _____ Date:_____
(Please Print Name) (Signature)

Accounting Services Use Only: (Part C)

Cashier Approval: _____ _____ Date:_____
(Please Print Name) (Signature)

Merchant: EM_ _____ Go-live Date: _____

Emailed to General Accounting & Reporting: _____ Date: _____