



Electronic Revenue Approval Form

Please send this form to the Accounting Office upon completion

Department/Organization: _____

Purpose of Request: _____

Account # for deposits: _____

Duration of use:

One-time event

Ongoing

If one-time event, date(s)? _____

Area Administrator Approval _____

Date: _____

Electronic Revenue Policy

University departments or organizations wanting to solicit funds via the SAGU website or mobile applications must receive approval from their Vice President prior to contacting the Marketing and Accounting Offices for setup. All devices and software used to obtain electronic revenue must be approved through the Information Technology Office to ensure compliance with data transmission requirements.

For Accounting/Marketing Use Only:

Accounting Setup Complete

Marketing Setup Complete