



Electronic Revenue Approval Form

Upon completion, please send to accountingoffice@nelson.edu

Department/Organization: _____

Purpose of Request: _____

Account # for Deposits: _____

Duration of use:

One-time
event

Ongoing

If one-time, date(s)?

Area Administrator Approval

Date:

Electronic Revenue Policy

University Departments or organizations wanting to solicit funds via the Nelson website or mobile applications must receive approval from their Vice President prior to contacting the Marketing and Accounting offices for set up. 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