

**APPENDIX A**  
**(Complete and Return to the Office of the Bursar)**  
**Application for Cash Collection Center and/or E-commerce Website**

Department/Unit Name: \_\_\_\_\_

Department/Unit Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Anticipated Methods of collecting payments (Check all that apply):

In person  By mail  By Wire or ACH  Through a website

If through a website, indicate desired payment methods:

E-check  Charge Card  Debit Card (check all that apply)

Does your department have an existing website?  Yes  No

If yes, please list address: \_\_\_\_\_

If no, indicate timeframe when Cash Collection Center and/or E-commerce website is needed: \_\_\_\_\_

Describe why the Cash Collection Center and/or E-commerce Website is needed and what products or services will be offered:  
\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to comply with the Wright State University Cash Collection Policy and Procedures. Please note any special requests:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Director

\_\_\_\_\_  
Signature of Fiscal/Business Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approval from Dean/Divisional Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title