UNIVERSITY of OTAGO
Te Whare Wānanga o Otāgo
NEW ZEALAND
SAPERE AUDE

FINANCIAL SERVICES
DIVISION
Te Ratoka Pūtea

E Commerce Application Form

This application form is for use of the University ecommerce web site. This is a secure web site for processing credit card payments.

Department Information

Division

Department

Contact Person

Contact Telephone Number

Contact Email address

Support Contact Email
(Person developing website)

Activity Name
(e.g. Name of Conference)

Activity Dates   Start Date: End Date:

Suggested Password of Activity

General Ledger Codes   Income: Fees:
(e.g. 10WGC02199100)

GST (Please select Yes or No)

Terms and Conditions

The web site that links to the credit card gateway must include the following information:

- Full name and address of the University Department

- Contact phone and fax numbers

- A clearly accessible policy for cancellations and refunds

- A Statement indicating how the goods or services purchased will be delivered to the end user e.g.
  The Conference will be held in New Zealand on "date" at the University of Otago. Conference proceedings will be made available on arrival at the conference.

- A tax invoice/receipt for the goods purchased after a successful payment

- Ensure that the administrative contact details are clearly stated on the pages leading into the gateway.

Department Declaration

I have read the above and undertake to comply with the terms and conditions

Signature

Print Name

Upon Completion of this form, the signed form needs to be returned to the Revenue Management Office, Financial Services Division.
Or Scan the completed and signed form and email to: fsd.cashiers@otago.ac.nz