Student Organization and Departmental Payment Gateway Requests for Events at Campbell University
Process and Procedures

1. Submit request for Payment Gateway.

   Complete and submit an online request for a Payment Gateway through which event registration, donations, etcetera will be processed/purchased. There are two different payment gateways: MobileCause/GiveSmart and TouchNet Storefront. MobileCause/GiveSmart is a fundraising platform whereas TouchNet is product driven.

2. Request is forwarded to Organization Advisor/Department Head.

   The request will transition to the Organization Advisor or Department Head for approval and to gather additional information if needed.

3. Request is forwarded to Accounting Office to confirm GL account number and applicable tax information.

   The request will transition to the Accounting Office to confirm that the GL account number provided is a valid number to verify that funds passing through the Storefront will be processed with the appropriate account and budget. Applicable tax information will also be reviewed in this stage to ensure that any sales tax is accounted for as appropriate.

4. Request is forwarded to appropriate office for processing and completion.

   The request will transition to the next phase depending on which payment gateway the requestor chose and/or is best for the event. MobileCause/GiveSmart is processed through the Institutional Advancement Office. TouchNet is processed through the Bursar's Office.

Student Organization/Department Event

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Mobile Cause

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Institutional Advancement

TouchNet

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Bursar's Office