RevTrak Item Entry Approval Form

Purpose: This form is used to request approval for the creation or modification of items on the RevTrak online payment system.

Section 1: Requestor Information

Name: _____
Title/Position: _____
Campus/Department: _____
Email Address: _____
Phone Number: _____

Section 2: Item Details

Item Name (as it should appear in RevTrak): _____
Description (include all relevant details):
_____
_____
Category (select one):
☐ Fees:_____
☐ Donations:_____
☐ Events:_____
☐ Merchandise:_____
☐ Other: _____

Price: $ _____
Available From (Start Date): _____
Available Until (End Date): _____

Section 3: Modifiers (Optional)

Use this section to specify any item options that users must select (e.g., size, color, grade, etc).
Modifier Name (e.g., Size, Color, Grade, etc.): _____
Modifier Options:
☐ Option 1: _____
☐ Option 2: _____
☐ Option 3: _____
☐ Add more if needed: _____
Is this modifier required for purchase? ☐ Yes ☐ No
Does each option have a different price? ☐ Yes (please specify): _____☐ No

Section 4: Payment & Account Info

Fund/Account Number to Credit: _____
Internal Budget Code (if applicable): _____

Section 5: Approvals

Department Head Approval
Name: _____
Signature: _____ Date: _____
Business Office Approval
Name: _____
Signature: _____ Date: _____

Section 6: For Office Use Only

☐ Item Created _____
☐ Item Reviewed _____
☐ Item Live _____
RevTrak Admin Notes:
_____
_____