



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
uPay Store Request

This is a formal request to accept credit card and web check payments via the online system. Completed form should be routed through the Cost Center/Project Manager or designee, then emailed to Treasury@utrgv.edu. For questions, call 956/665-7378, 665-3623.

Department requesting uPay service privileges:
Purpose for uPay store service:
Provide uPay store name:
Marketplace merchant name (if applicable):

Please use the following GL string to receipt monies received:

Table with 7 columns: Speed Type, Program Code, Account, Function, Fund, Department, Cost Center/Project Name. The Function column contains the value 999 in four rows.

Cost center/project name:
Contact person at department:
Campus address:
Phone number:
Additional comments

Cost center/project manager approval

Date

For Treasury and BA Use Only:

Create accounting code in GL:
Set up host account in payment gateway:
Set up merchant account in Marketplace:
Set up uPay Store in Marketplace:

4201-000-20001

Treasury approval

Date