

Canvas Catalog eCommerce Form

Canvas Catalog allows non-credit bearing courses or events to be registered through Listings, which may have a registration fee payable by credit card only. Listings can also be offered to registrants for free. Departments with listings for a fee, will have those fees remitted, minus credit card fees (2.85%).

In completing this form, you are acknowledging a credit card processing fee that is equal to 2.85% of total registration revenue collected online.

Requestor Information

Full Name:

Last

First

M.I.

Department Info:

Department Name

Building/Room#

Phone/Extension:

Email:

Program Information

Event/Program/Course Name:

Description of Event/Program/Course:

Please provide justification to demonstrate need for accepting online payments:

Event/Program/Course Format:

- Classroom Hybrid (Event Space & Virtual)
 Event Space Canvas Course
 Virtual (WebEx/Zoom) Other: _____

Event/Program/Course Price:

Amount:\$ _____
Est. # of Transactions: _____
F.O.A.P.A.L: _____

Event/Program/Course Dates:

Start Date and Time: _____ End Date and Time: _____

Additional Comments:

Division Vice President or Dean Signature Required

All events, programs, and meetings held on any campus of Rowan University, as well as virtually, must register through the Office of University Events for review and approval. Before submitting the Canvas Catalog eCommerce form, please complete a [ProfLink event](#) or the [event & meeting registration form](#). The planner will be required to have an event reference number before proceeding with the Canvas Catalog eCommerce form. Any questions, please contact universityevents@rowan.edu. By signing this form as a VP or Dean, you are certifying that this event has been approved by University Events.

VP or Dean Name: _____

VP or Dean Signature: _____

Internal Use Only

Bursar Signature : _____

Budget Signature: _____

Accounting Services Signature: _____

Please submit completed form to markerk@rowan.edu and conklin@rowan.edu.

If you have any questions about this form or the Online Marketplace, please contact Kristin Marker at x64155 or Bill Conklin at x64162.