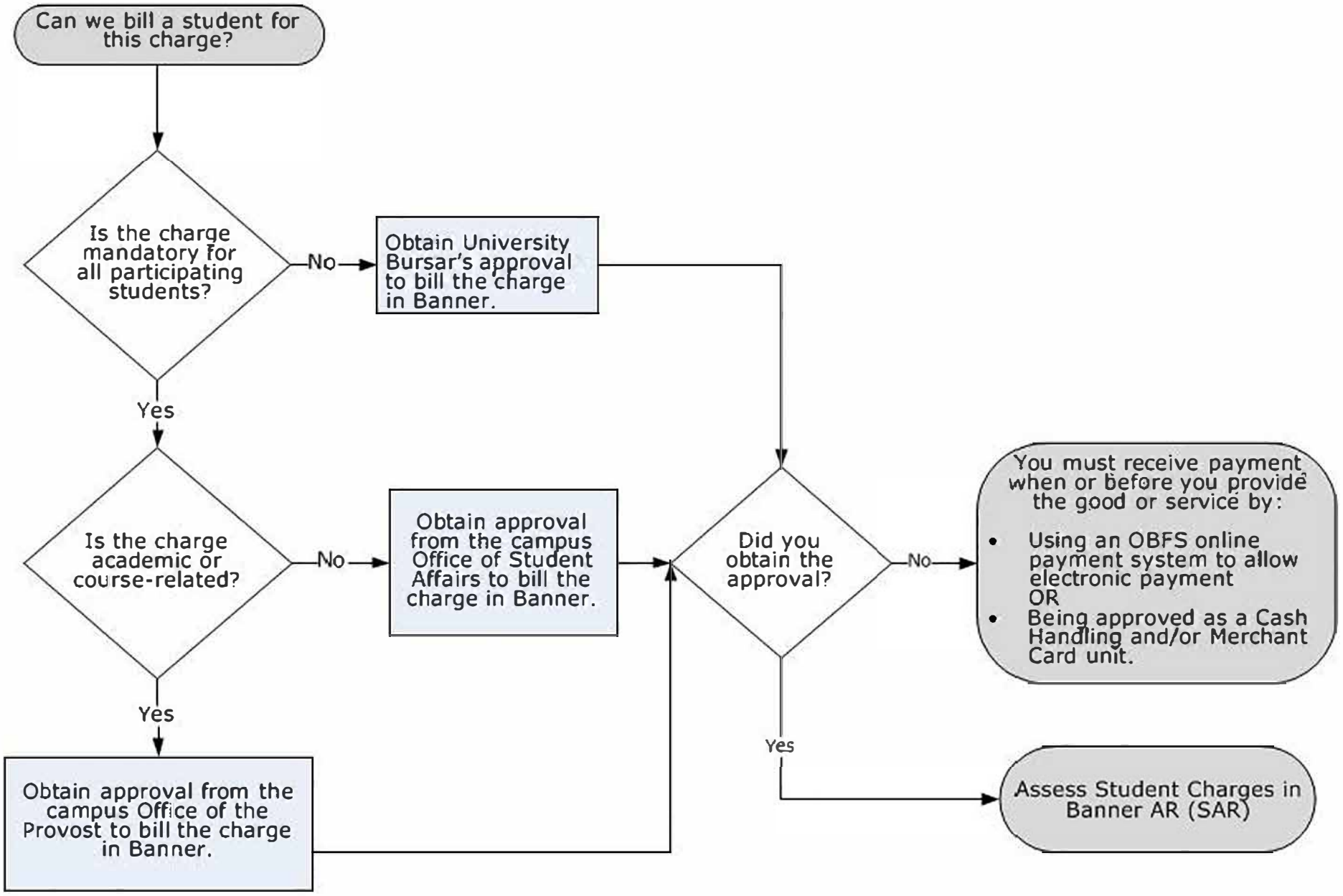
Can we bill a student for this charge?
Is the charge mandatory for all participating students?
No
Obtain University Bursar's approval to bill the charge in Banner.
Yes
Is the charge academic or course-related?
No
Obtain approval from the campus Office of Student Affairs to bill the charge in Banner.
Yes
Obtain approval from the campus Office of the Provost to bill the charge in Banner.
Did you obtain the approval?
No
You must receive payment when or before you provide the good or service by:
• Using an OBFS online payment system to allow electronic payment
OR
• Being approved as a Cash Handling and/or Merchant Card unit.
Yes
Assess Student Charges in Banner AR (SAR)