

WEB PORTAL PRODUCT PARAMETERS

Agency Name: _____

Web Portal Program: _____

Product Code	Function (Non-Revenue Split Only)	Accounting Profile (Revenue Split Only)	Product Revenue Source	Product Dept Revenue Source	Product Description	Product Fee	Notes

Convenience Fee (Optional)

On Web Portal transactions, for the acceptance of a credit card that would not be charged if the same transaction were completed by an alternate method of payment.

Con. Fee Code	Function (Non-Revenue Split Only)	Accounting Profile (Revenue Split Only)	Con. Fee Revenue Source	Con. Fee Department Revenue Source	Con. Fee Description	Con. Fee	Notes

Credit Card Fees and Adjustments (Required)

AFIS Fund is required for the Treasurer's Office to post the agency's credit card fees and adjustments properly in AFIS.

Fund	Fund must be valid and active in AFIS.
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Prepared By: _____ Date: _____ Approved By: _____ Date: _____