



Rutgers University
Student Activities
Business Office

Student Activities Business Office On-Line Sale Request Form

Date: _____

SABO Account #: _____ Account Name: _____

Deposit Line Code: _____ Transaction Code: _____

Treasurer Name: _____

Item: _____

*Please attach to this document a detailed description and/or website print out if available of the item to be sold.

Sale Start Date: _____ Sale End Date: _____

Item Price \$ _____ Shipping charges (If applicable) \$ _____

Name of contact person to be notified of each sale: (*Contact Person must have on-line access to the account)

Treasurer Name: _____ Email: _____

Can purchaser request item to be shipped? Yes No

If yes, what standard shipping method will be used? _____

*Student Organizations are responsible for ensuring all goods sold are shipped in a timely manner

What is the refund policy for this item? _____

*Refunds must be made in-person at the SABO Office

Requestor Name _____ Signature: _____

Advisor Name: _____ Signature: _____

SABO Name: _____ Signature: _____