Aventri Site Testing Request

Aventri Event Name: _____

Aventri Event ID Number: _____

Berkeley Law Center: _____

Event Owner Name: _____ Email:_____

Aventri Event Web page link: _____

Chartstring (to receive revenue):

BU	Account	Fund	Dept	Program	CF1	CF2
1						

Open Registration Date: _____

Formal Date of Event (last day for registrations): _____

Will registration include a gift/donation option?   ☐Yes   ☐No

Have you discussed the gift/donation option with Development and Alumni Relations Office?   ☐Yes   ☐No

Gift Fund Chartstring Created by DAR (Please only provide Chartstring approved for use by Alumni Development:

BU	Account	Fund	Dept	Program	CF1	CF2
1						

Signature:

_____
Director, Administration and Donor Engagement
Giving and Donor Support

Payment Card Industry (PCI) Data Security Standards
"*Campus departments may not store credit card numbers in any electronic format including email, spreadsheet, databases, etc., unless official approval from the Controller's Office has been obtained.*

Merchant should never manually enter credit card information through campus workstations or other non-secure devices.
This practice will expose the campus to significant risk and violates campus policy and PCI DSS protocol.*"*

Please note, it is the requester's responsibility to validate chartstrings and the information on the Aventri page.

_____
Aventri requester's Signature   date