

## **CASHNET STOREFRONT INFORMATION**

### **What is a CASHNet storefront?**

Student organizations that hold regular student organization financial accounts at the university can request that a CASHNet Storefront be created so that individuals can follow a link to an online storefront website in order to pay dues using a credit or debit card. A payment made on a storefront will deposit funds directly into the organization's FOAPAL account.

### **How long does it take to create a storefront?**

It typically takes at least one week to set up the form if the student organization already has a student organization account (FOAPAL) with the university. If the organization does not have an account, one will need to be created and the process may take two weeks or more.

### **In what sort of instances would a student organization use a CASHNet storefront?**

Student organizations have used storefronts to collect membership dues or trip fees paid by club members. Some student organizations will use the storefront to sell merchandise, such as apparel. Any sales made on the storefront are subject to an Indiana sales tax charge. All usages of the storefront involve a card processing fee of 2.85% – the organization can have the user pay the fee or the organization can absorb the fee. (Additional information about the card processing fee can be found on the ECOMMERCE tab at this link: [Credit Card Acceptance & PCI Compliance | Ball State University](#))

Some organizations sell items as part of a fundraiser. In such cases, once the storefront is created, an organization can create a QR code that links to the storefront to have posted during the fundraiser.

### **Can a storefront be used by the organization to collect donations?**

No, a storefront cannot be used to collect donations for the organization. Only Ball State Foundation accounts can be used to collect financial donations.

### **How will I know when someone uses the storefront to pay dues or purchase merchandise?**

If the storefront is created by an organization member or advisor, when a payment is made on the storefront, the org member or advisor will receive an email notification.

If the storefront is created by Student Life, a report will be run every Friday and downloaded into an Excel document which will be emailed to the organization contact person.

### **Since an organization is required to have a regular student organization account (FOAPAL) at the university in order to setup a storefront, how do I find out my FOAPAL or request one?**

Email Stacey Myers at [smyers@bsu.edu](mailto:smyers@bsu.edu) to inquire if the organization currently holds a financial account (FOAPAL). If the organization does not have a FOAPAL, you may request one by completing the form found at [www.bsu.edu/studentorganizations](http://www.bsu.edu/studentorganizations) on the FORMS tab, see *Financial Account*.

**My student organization would like to submit information to Student Life to oversee the creation of a CASHNet storefront – where once the storefront has been created, I will receive a weekly Excel spreadsheet when a payment is made on the storefront, what do I need to do?**

Email Stacey Myers at [smyers@bsu.edu](mailto:smyers@bsu.edu) for more detailed information regarding setting up a storefront, as well as the information that she will need from you in order to start the process.

**My student organization would like to oversee the creation of a CASHNet storefront without the involvement of Student Life, what do I need to do?**

Visit the website at [Credit Card Acceptance & PCI Compliance | Ball State University](#). (If the link does not work, go to [www.bsu.edu](http://www.bsu.edu) and in the search bar type 'credit card acceptance' and then click the first link titled *Credit Card Acceptance & PCI Compliance*.) Click on the E-COMMERCE tab for more information.

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