



Event Notification Form

Controller's Office

Controllersoffice@sjf.edu

(585) 385-8060

The purpose of this form is to notify the Controller's Office of any events or activities on campus that will be receiving payments

Event details:

Event name and description:

Date(s) of event:

Payment method (cash/check/EFT/credit card):

Payment portal (if credit card: HTT/Netnet/Stripe):

FOAPA:

Name of person submitting form:

****Please email the completed form to controllersoffice@sjf.edu****