<AGENCY LOGO – No OK.gov Logo Please >

**Governmental Technology Applications Review Board Meeting
<Date>**

**<Agency Name>:
<Application Name>:**

 **Application Description**The <Agency Name> (<Agency Acronym>) has partnered with OK.gov to provide the <Application name> to assist the <Agency Acronym> in managing the <describe intention of application>. The system will… The web application accepts Visa, MasterCard, AMEX, Discover, and electronic checks. **Proposed Fee Structure**The <Application name> will collect fees for multiple payment types. The credit card fee structure will be 2.1% (weighted average merchant fees of the four major credit cards) of the total statutory fee and a portal fee of <$X.XX>. <Agency Acronym> has elected to <pass on OR absorb> all merchant and portal fees associated with this application. <Agency Acronym> estimates processing an average of <XXX> transactions per month.

|  |  |
| --- | --- |
| **Portal Fee** | <$X.XX> |
| **Merchant Fee** | 2.1% |
| **Cards Accepted** | Visa, MasterCard, AMEX, Discover |
| **Number of Monthly Transactions**  | XXX (estimated across all types) |

**Sample Transaction:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service** | **Estimated # of Annual Transactions** | **Agency Fee** | **Portal Fee** | **Estimated Merchant Fee (2.1%)** | **Recommended Online Fee** | **Total User Cost** |
| Device Certification | 6 | $1,000 | $1.00 | $21.50 | $22.50 | $1,022.50 |
| Initial Technician Certifications | 10 | $35 | $1.00 | $0.75 | $1.75 | $36.75 |
| Technician Certification Renewal | 90 | $25 | $1.00 | $0.50 | $1.50 | $26.50 |

*\*Merchant fee is calculated using an average of all card types and rounded to the nearest $0.25.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
<Agency Requester Name Here>
<Agency Acronym, Title>

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
GTARB Board Chairman