



*The discipline of learning. The art of caring.*

Request Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Requested By: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_ Department: \_\_\_\_\_

Type of Request:             Create New Site             Modify an Existing Site             Create Checkout

Please select the frequency of your event:             Year-Round             Recurring             One-Time

eMarket Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ eMarket End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you are modifying an existing site, please provide your site name or URL: \_\_\_\_\_

Do you have a specific color scheme request? \_\_\_\_\_

Will the customer be required to login before purchase?             Yes             No

Are goods/services taxable?             Yes             No

Are you shipping physical goods?             Yes             No

Do you charge for shipping?             Yes             No

Do you collect registration information?             Yes             No

If yes, what information do we need to collect?

\_\_\_\_\_

\_\_\_\_\_

Please list the item(s) you wish to sell on the eMarket site (be sure to include the cost and FOAPAL(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Department/College Approval</b>		
Fiscal Manager's Name (Print):	Fiscal Manager's Signature:	Date:
Designee's Name (Print):	Designee's Signature:	Date:
<b>UFS&amp;T Approval</b>		
Bursar's Name (Print):	Bursar's Signature:	Date: