

BAO - Cashiering Operations

Request for PSU eMarket Account

Request Date		Department	
Request Placed by			
Office Phone		Office Email	
Alternate contact			
Alternate Phone		Alternate Email	
Preferred Launch Date		eMarket End Date	
Department's Existing Web Page			
Specific Web Page for This eMarket Project			
Return URL "Thank you for Your Payment"			
Department's Email for Receipt of Successful Transactions			
Shipping Physical Goods	Yes / No	Shipping Charges Paid By	Buyer / Department
Index to Charge Fees for Related eMarket Implementation (if any)			
Index To Charge Monthly Credit Card Discount Fees			
Automated Reports	Daily Sales List	Daily Reconciliation	Monthly Totals
Email Reports To			
Report Format	Excel	Pdf	

Please attach the "Request for Item Codes for eMarket or eCashiering" form to create items to sell on your new eMarket

Departmental Fiscal Authority Name	
Departmental Fiscal Authority Signature	