**e-Market Request Form**

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| **Department name:** | **Event name:** |
| **Event contact name:** | **Financial contact name:** | **Department/event website:** |
| **Event contact phone:** | **Financial contact phone:** | **Department ID:**  | **Account code:** |
| **Event contact email:** | **Financial contact email:** | **Has a Business Activity Synopsis been submitted for this event? Yes** [ ]  **No** [ ]  |
| **Approving authority name:** | **Annual event:** [ ]  **One-time event:** [ ]  **On-going event:** [ ]  |

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|  | **Early Registration** *(optional)* | **Regular Registration** | **Late Registration** *(optional)* |
| **Event(s) Date** | **Title of Product/Session/Registration** |  **Dates** |  **Cost** | **Dates** | **Cost** | **Dates** | **Cost** |
| *1/1/2019* | *Student Example Registration* | *6/1/2018-6/30/2018* | *100.00* | *7/1/2018-9/30/2018* | *$125.00* | *10/1/2018-12/15/2018* | *$150.00* |
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| **List demographic information to be collected from the registrant:** ***(name, email, phone, high school, etc*):** | **If needed, list an additional staff member that requires a Transact login to view transaction/registration information:**Name:       Email:       |

**Note:** eMarket sites will be created based on the information provided, please attach additional sheets if needed. Information not provided or attached will not be incorporated into the eMarket site. All rates must be included on this form.

***A $3.00 fee per transaction will be charged to the department.***

A Business Activity Synopsis must be submitted to the Associate Vice President for Finance (JMU Policy #4501) when proposing a new business activity or when there has been a significant change to a previously approved activity. The Associate Vice President for Finance must approve this request before you can submit an eMarket Site Request Form.

Submit completed forms via campus mail to Mark Angel at MSC 5719 at least **30 days prior to opening registration date**. Forms will be forwarded to the University Business Office for set up. Questions should be directed to Christal Marshall, 8-3523/Marsh4ca@jmu.edu or Wesley Howdyshell, 8-4674/howdysjw@jmu.edu.

Signature of Department’s Approving Authority Date

Signature of Mark Angel, Associate Vice President for Finance Date

**PCI Security Awareness | eMarket Agreement**

James Madison University is committed to maintaining compliance with federal, state, and university policies and procedures related to Data Security and Financial Management as well as the Payment Card Industry Data Security Standards (PCI DSS). All employees designated as responsible for, or given access to payment card information are required to agree to the following terms and conditions:

I acknowledge and affirm that I have read and reviewed the following policies and procedures:

**James Madison University Polices**

1204 Information Security www.jmu.edu/JMUpolicy/1204.shtml

1207 Appropriate Use of IT Resources www.jmu.edu/JMUpolicy/1207.shtml

1210 E-Commerce www.jmu.edu/JMUpolicy/1210.shtml

**Financial Procedures Manual Polices**

1020 Forms Index www.jmu.edu/financemanual/procedures/1020.shtml

3045 Local Funds www.jmu.edu/finprocedures/3000/3045.shtml

4105 Deposits www.jmu.edu/finprocedures/4000/4105.shtml

4125 Payment Cards www.jmu.edu/finprocedures/4000/4125.shtml

1. **eMarkets are intended for online self-service only and cannot be utilized by any employee, student employee, or volunteer to enter payment card information on behalf of a registrant.**
2. **James Madison University Small Purchase Credit Cards (SPCC) are not a valid form of payment for online eMarket payments.**
3. **eMarkets are not permitted for onsite registrations.**

Employee Signature Date

Supervisor Signature Date