**e-Market Request Form**

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| **Department name:** | | |
| **Event name:** | | |
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| **Event contact name:** | | **Financial contact name:** |
| **Event contact phone:** | | **Financial contact phone:** |
| **Event contact email:** | | **Financial contact email:** |
|  |  |  |
| **Event website:** | | **Dept ID/Org Code:       Account code: 129900** |
| **Approving authority name:** | | **Annual event:  One-time event:  On-going event:** |

|  |  |  |
| --- | --- | --- |
| **Title of Product/Session/Registration** | **Dates** | **Cost** |
| *Student Example Registration* | *7/1/2018-9/30/2018* | *$125.00* |
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| **I acknowledge the department is responsible for data collected through the e-Market website. The department will be responsible for event management and logistics.** | **Initial:** |
|  |  |
| **I acknowledge a Cost Benefit Analysis (CBA) and Business Activity Synopsis has been submitted and approved for this event.**  Note: 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 e-Market Site Request Form. | **Initial:** |

Email demographic and supporting information to be included in the e-market to Christal Marshall ([Marsh4ca@jmu.edu](mailto:Marsh4ca@jmu.edu)). e-Market sites will be created based on the information provided. You may also attach supporting documentation to this form. See e-market request form instructions for additional information.

A $3.00 per transaction fee will be charged to the department. Fees will be automatically deducted before funds are transferred to the provided Org code.

Submit completed forms to Mark Angel at MSC 5719 at least **30 days prior to opening registration date**. If not submitted 30 days prior to requested opening registration date, it is not guaranteed to be completed by the requested date.

Approved forms will be forwarded to the University Business Office for e-market creation. Questions should be directed to Christal Marshall at 8-3523/[Marsh4ca@jmu.edu](mailto:Marsh4ca@jmu.edu) or Wesley Howdyshell at 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 | e-Market 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. **E-Markets 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 e-Market registrations.**
3. **E-Markets are not permitted for onsite registrations.**

Employee Signature Date

Supervisor Signature Date