**James Madison University | eMarket Site Request Form**

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| Department name:  |  |
| Contact:  | Event name:       |
| Email:       | Department/event website:  |
| Phone:       | Department ID#:   |
| MSC:       | Account code:  |
| Approving authority:       | Title:       |
| Has a Business Activity Synopsis been submitted for this specific event? **Yes** [ ]  **No** [ ]  **|** Annual event: [ ]  One-time event: [ ]  |

Registration and product information: List each registration/product title to be posted on your eMarket site in the order in which they will appear and with as much detail as appropriate below. (I*nformation in green is an example only.)* **If the eMarket site requires additional information be listed, please attach additional sheets with all necessary information.**

***Note:*** *How the information is listed below and on the supplemental sheets is how the information will appear on the eMarket site, list each price point separately. If the information is not provided below or attached it will not be incorporated into the eMarket site.*

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|  **Registration Dates** | **Event Date** | **Title of Product/Session/Registration** | **Event Location** | **Cost** |
| *eMarket open-close date* | *5/1/15* | *XYZ Institute Early Registration*  | *JMU’s Festival Center* | *$95.00* |
| *4/21/15-4/29/15* | *5/1/15* | *XYZ Institute Late Registration*  | *JMU’s Festival Center* | *$125.00* |
|       |       |       |       |       |
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| **Demographic information to be collected from the customer** *(name, email, high school, etc.)*:  |

List any staff that will require a CashNet login in order to view transaction and registration information:

|  |  |
| --- | --- |
| Name:       Email:       Name:       Email:       |  |

***Note:* *A $2.50 convenience fee will be added to each online credit card order. This fee is neither transferable to the department nor refundable to the customer.***

In accordance with JMU Policy #4501 a Business Activity Synopsis is required to be submitted to the Assistant Vice President for Finance when proposing a new business activity or when there has been a significant change to a previously approved activity. **The Assistant Vice President of Finance must approve this request before you can submit an eMarket Site Request Form.**

The eMarket system **cannot** be used for onsite registration/credit card payments at any time.

**This completed eMarket request should be submitted to the Office of Finance at least 30 days prior to the start date for payments to be accepted. Forms need to be submitted via campus mail to John Knight, MSC 5719. The University Business Office will then be responsible for setting up the eMarket site. Questions should be directed to Lauren Young, 8-3523/young3le@jmu.edu or Wesley Howdyshell, 8-4674/howdysjw@jmu.edu.**

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Department’s Approving Authority Date**

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of John Knight, Assistant Vice President for Finance Date**