

# e-Market Request Form Instructions

**Department Name:** Name of the department coordinating the event

**Event Contact Information:** Information of the person responsible for coordinating the event

**Financial Contact Information:** Information of the person responsible for maintaining the budget

**Approving Authority:** Name of the person with signature authority on the department

**Early Registration Date(s):** Dates the event is available for early and reduced online registration

**Regular Registration Date(s):** Dates the event is available for regular online registration

**Late Registration Date(s):** Dates the event is available for late and increased online registration

**Department/Event Website:** The web address of the department or event

**Event:** Title Name of workshop, conference, etc.

**Department ID:** The department id number where conference fees will be deposited

**Account Code:** The account number where conference fees will be deposited

**List demographic information to be collected from customer:** Any additional information the department desires to collect from the customer at time of payment. The University Business Office will attempt to collect as much information as possible, but limitations may exist.

**Additional Staff Member Login:** Allows an additional person access to Transact Reports

**Signature of Department's Approving Authority:** The signature of the Departments Approving Authority

**Date:** Date of signature

Once the form has been completed and any supplemental sheets attached, please forward form to the Office of Finance to be approved by Associate Vice President for Finance, Mark Angel. Once approved the form will be forwarded to Christal Marshall ([Marsh4ca@jmu.edu](mailto:Marsh4ca@jmu.edu)) in the University Business Office.