*Note: Please provide the Campus Banking team 2-4 weeks to successfully configure, create, and test the storefront prior to usage.*

**Date:**

**Contact information**

|  |  |
| --- | --- |
| Department name: |  |
| Contact name: |  |
| UMB Employee ID: |  |
| Contact phone: |  |
| Contact email: |  |
| Department website & email (if any): |  |

**Storefront information**

Date needed for site to be available:

Date for site to be closed:

Storefront Request: New Storefront  Modify existing

Storefront URL (only for modifications):

Is there a logo you would like to appear at the top of the page: Yes  No

If yes, please attach logo in email request. Image size must be 500 x 500 pixels or less and less than 1 MB size. Format must only be in .jpeg, .gif or .png.

**If no, a standard Umass Boston logo will be used to appear on the storefront page.**

Is there a banner you would like to appear below the logo: Yes  No

If yes, please attach banner image in email request. Image size must be 625 x225 pixels

and a maximum size of 1 MB. Format must only be in .jpeg, .gif or .png.

**Item information**

Storefront Use (Type of Payment): Conference Fee  Membership Fee

Event/Workshop Ticket  Sponsorship  Subscription

Other:  Please Specify:

Short Description of item:

Price of item:

Reference information to be collected from Payer: (ex. name, UMB ID, address, etc.)

|  |  |
| --- | --- |
| **Reference Information** | **Required (Y/N)?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Are you selling more than one item? Yes  No

If yes, on a separate form, please fill out the Item and Chartfield Information sections only and attach along with the main request.

**Chartfield Information**

Provide the below for **revenue** collected:

|  |  |  |  |
| --- | --- | --- | --- |
| Fund | Account | Department | Program |
|  |  |  |  |

*I have reviewed the the EMarket User & Storefront Request Guide. In addition, all users have read and will abide by the University PCI Compliance Guide and agree to complete the annual PCI training.*

Signature of Authorized Signer (Dir or Assc Dir) and Printed Name Date

**Please send completed and signed form to Campus.Banking@umb.edu**