eMarket Request Form

Completed forms should be emailed to cashier@ohio.edu. ***A minimum of 2 weeks is required to adequately plan and develop the site.***

***Please refer to the eMarket Text/Image Placement Example for reference when completing the request form.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Organization:** |  | **Date:** |  |
| **Primary Contact:** |  | **Phone:** |  |
| **Email Address:** |  | **Fax:** |  |
| **Date site needed by:** |  | | |
| **Site close date:** |  | | |
| **Department/Organization Website:** |  | | |
| **What type of eMarket do you need?** | One Time Ongoing Semester Updates Annual Updates  Other | | |
| **Are you selling merchandise?** | No Yes – Please email [cashier@ohio.edu](mailto:cashier@ohio.edu) with details before submitting a request. | | |
| **Do you want to receive an email notification of each transaction? If yes, please list email addresses.** |  | | |
| **The receipt to the user needs to be sent from an email address. What email address to you want to use?** (Many departments/organizations use a department email.) |  | | |
| **Account Number** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Entity (2)** | **Source (6)** | **Organization (6)** | **Activity (4)** | **Function (2)** | **Object (6)** | |  |  |  |  |  |  | | | |
| **Banner** | Default Attaching JPEG image (943x <500pixels, 1MB Max) | | |
| **Page Header Information** |  | | |
| **Page Trailer Information** |  | | |

**eMarket Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Short Description (optional)** | **Price** | **Fields (Name, email, phone, etc.)** |
| Example:  Conference Registration | Includes continental breakfast and snack | $300.00 | Name  Email  Phone |
|  |  |  |  |
|  |  |  |  |