**Please e-mail completed forms to** **cashnet@csuci.edu****. Forms for new requests should be submitted a minimum of 4 weeks before the website is expected to go live. Any requests received less than 4 weeks cannot be guaranteed to go live immediately so please plan accordingly. Requests that interface with other department software may require additional time to complete.**

**Today’s Date:** 7/7/14

**Action:**

 

*For modifications to an existing site, please allow a minimum of 5 business days from the time the change is submitted.*

|  |
| --- |
| **Requestor Contact Information** |
|  | **Primary Contact** | **Alternate Contact** |
| **Contact Name:** |  |  |
| **Extension:** |  |  |
| **E-mail:** |  |  |

**Will the system interface with other systems? (**If so, IT assistance may be needed which will impact the timeline of your site.)

**What is the purpose of the store?:**

**When does the site (or modification) need to go LIVE on the web?:**

**When will the site be taken down (**Leave blank if site will remain up indefinitely**)?:**

**Do you have an existing website where you sell items?:**

**
 If Yes, URL:**

 **Name & phone of person responsible for your department website. (**The phone number provided will appear on all credit card receipts.):

 **Store Help e-mail (**will appear as the “From” e-mail on e-mail receipts generated for a completed transaction**):**

**What disclaimers/agreement information should appear on the site?:**

**What informational text should appear on the receipt?: (**ex: Print receipt to receive tickets at the door**)**

**What is the refund policy?:**

***Please specify what entity this site is for:*** **This site is for** [ ] Foundation [ ]  ASI [ ] State

**Will the department be absorbing the 2.75% convenience fee? If no, the convenience fee will be passed to the customer.** (Please note that Foundation and ASI sites must absorb the fee.)

 [ ] Yes [ ]  No

**List of items to be sold, description, long description, and process, chart field string:
*\*Please ensure the chartfield string is correct. If there issues, the department will be responsible for correcting them.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Short Descr.** | **Item Long Description** **(up to 240 char)** | **Price** | **\*Chartfield String** **(in this order: BusUnit, Account, Fund, DeptID, Program, Project, Class)** | **Require shipping****(yes/no)** | **Taxable****(yes/no)** | **Max units sold per one customer** | **Max unitsavailable for sale** |
| **EXAMPLES:***Dodger Tickets* | *Tickets to Alumni Dodger Game* | *$49.99* | *CICMP, 580090, GD901,220,0,0,0* | *yes* | *yes* | *1* | *n/a* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**What personal information should be collected?:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field Description | Type of field* Alphanumeric
* drop-down list
* check box
* radio button
 | Max Length | Required (needs to be filled in)(yes/no) | Show on Receipt(yes/no) |
| **EXAMPLES:***Full name* | *alpha* | *50 char* | *yes* | *yes* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Reporting Information**

Unless otherwise noted, all personal information requested above for the site will be included in the report that is built for your eMarket. Please complete the “CashNet Security Request Form” located at <http://www.csuci.edu/finance/forms.htm> to have your access setup to pull reports.

**For Finance Use Only:**

**Date Received:**

**Date of Kickoff Meeting:**

**Date Planned for Go-Live**

**Date of Go-Live**