

eMarket Request Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS
IT CAN TAKE UP TO TWO WEEKS FOR eMARKET TO BE SET UP

Date: ____/____/____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Chartstring Name (Required): _____ Department Name: _____

Chartstring:

Dept ID	Fund	Fund Source	Program	Function	Property	Account
						46200

eMarket Event Name: _____ Price: \$ _____

eMarket Description: _____

Estimated date of when you will need the site available: _____ Site Close Date: _____

Event Date (If Applicable): _____

Reporting Information (check all that applies):

First Name ☐ Last Name ☐ Eagle ID # ☐

Address ☐ Phone ☐ Email ☐

Other: (describe) _____

We/I have accurately filled out the information above, have read the Boston College Policy "Accepting Payment Cards for Conducting University Business", and agree to abide by the policy by signing this form.

Authorized Approvals:

Name: _____ Title: _____ Sign: _____ Date: _____

Name: _____ Title: _____ Sign: _____ Date: _____

----- **For SABSC Use Only** -----

Comments: _____

Item Code: _____ Item Description: _____ SABSC Staff Initials: _____

Date sent to Cash Services: _____ Date Cash Services Set Up: _____ Date of SABSC Reconciliation: _____

How to Ensure Effective Processing

Process

- Read the “Accepting Payment Cards for Conducting University Business” policy
- Fill out the eMarket Request Form completely and legibly. The form can be filled out online and printed
 - **Student Organizations**
 - Fill out form on MyBC and submit electronically to OSI for authorization
 - **Departments**
 - Complete the eMarket form and submit to the SABSC once signature authorizations are complete
 - SABSC submits the request to Cash Services, works with Cash Services to set up the categories and items, and emails the URL to the contact person listed on the eMarket Request Form
 - **GSA**
 - Complete the eMarket form and submit to the SABSC once signature authorizations are complete
 - SABSC submits the request to Cash Services
- eMarket Request Form received by the SABSC without departmental approval (authorized signature) will be denied and returned to the contact person listed on the eMarket Request Form

General Information

- The contact person communicates with the SABSC regarding timeline of event and/or eMarket site closure
- The contact person adds the CASHNet link to his/her website and/or emails the link to customers
- A new eMarket requests can take up to two weeks to set up
- A 2.5% fee will be assessed for credit card payments. You can increase the cost of the goods and services to offset this fee
- Revenue will be reflected in your account the next business day
- All eMarket requests must be reconciled within 30 days of site closure
- A new site cannot be created until all closed sites have been reconciled
- For your records, make a copy of all paperwork before submitting to the SABSC