Marketplace uStores Request Form

Department Name: ______________________________________________________________

Date: ______________________________________________________________

Contact Person: ______________________________________________________________

Contact Phone: ______________________________________________________________

Contact E-mail: ______________________________________________________________

Website Store Manager (if different than Contact Person): ____________________________

Website Store Manager Contact Phone (if different than Contact Phone): ________________

Website Store Manager Contact E-mail (if different than Contact E-mail): ________________

A. Datatel Account Number:

☐ Use existing Datatel Account Number ____________________________________________

☐ Request a new Datatel Account Number

(Grants Accounts must receive prior approval from Grants Accounting in the Comptroller’s Office – this also applies to accounts tied to a grant or sponsored award)

B. Please indicate products to be sold via the website. (Neither donations or registration/conference payments can be collected through uStores. Donations must go through Foundation and Registration/Conferences must go through Conference Services.)

☐ Products (please list)

____________________________________________________________________________

____________________________________________________________________________

☐ Other Charges (i.e., shipping fee) Please describe type and dollar amount:

____________________________________________________________________________

____________________________________________________________________________

☐ Are these items taxable? ________________________________________________
C. What forms of payment will you be accepting?
   - ___ Visa
   - ___ MasterCard
   - ___ Discover
   - ___ American Express
   - ___ ACH (will need approval from PCI committee)

D. Business Process:
   - All payments will be accepted through the website, the department will not be accepting any credit card payments via phone, mail, or fax.

E. Marketplace uStores Policies/Procedures:
   1) Contact Grants Accounting for their approval if you are going to be using a Grant Account number.
   2) Notify touchnetsupport@ilstu.edu if you are going to be making any major changes to the website. (For example you want to start charging a new fee or you were selling clothing and you want to start selling books.)
   3) Notify touchnetsupport@ilstu.edu if the Store Manager is changed or other users need to be added/removed.

F. Departments may do the following with their website without notification:
   1) Add and delete products as long as they are the same product type as originally approved.
   2) Create links to and from other websites.
   3) Process voids and refunds through the website.
   4) Create own return policy.
   5) Select shipping methods (shipping fees must be declared in section B above).
G. **Department Agreement:**

☐ I have read and agree to all requirements.

Fiscal Agent Approval/Signature: __________________________________________

Date: ________________________________

Please submit to:

touchnetsupport@ilstu.edu or Fax to 438-3853

Do not write below this line.

_____________________________________________________________________________________

Approval by e-Commerce Committee: __________________________________________

Date: ________________________________