



E-Market Request/Update Worksheet

AS855

This form must be completed to provide information for storefront items. If you have a picture for the item, please include it as an email attachment when submitting the form. New storefronts take approximately 2 weeks to setup and review. New items take approximately 1 week to setup, depending on complexity.

Storefronts can be used by departments to collect revenue from the general public. Storefronts are not used to collect any fees related to current students. Per FASOP-AS22, these transactions must be completed by the customer, and not by any LSU faculty or staff on behalf of the customer.

Go-Live Date _____

Company		Department		Contact	
Phone		E-Mail		Item Cost	

Item title		Item inventory amount (if applicable):	
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Item description	
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Revenue Category	Spend Category	Program	Project	Gift	Grant	Cost Center	Fund	Function	Additional Worktags

Customer demographics to collect (ex: Name, Email, Ph#)	

Will you be absorbing the 2.75% processing fee or passing onto the customer?	Absorbing	Passing on
*If absorbing, which Driving Worktag should the Expense post to?		

Do you want to offer discount codes?	Yes	No
*If Yes:	Dollar or Percentage	Amount off

Additional notes

Merchant Contact Authorized Signature

Dean/Department Head Authorized Signature

Bursar Authorized Signature

Central Support Authorized Signature