

eMarket Request Form

Use this form to request a Storefront that will allow online collection of funds. Funds will be posted directly to your revenue or expense account in Banner. Please review the eMarket guide on the OBU website located in the Business/HR Office section before filling out this form.

Existing eMarket New eMarket

Department: _____ Request Date: _____

Requested by: _____ Phone: _____ E-mail: _____

Go live date/time: _____ Stop date/time: _____ One-time or Ongoing Event: _____

Business Purpose/Description of Event/Changes Needed: _____

_____ Estimated Revenue: _____

Who will attend this event: Campus Community; Off Campus Visitors; Both

Please check the item(s) you wish to sell on the Storefront and provide Banner org & account numbers to receive payments.

Registration Fee \$ _____ Sale of Goods \$ _____

Other \$ _____ * Description of item: _____

Banner Fund# _____ Org# _____ Account# _____ Activity Code _____

Reporting Frequency: Daily Weekly Monthly Email: _____

Dean/Administrator Signature: _____ Date: _____

Bursar Signature: _____ Date: _____

Controller Signature: _____ Date: _____

For Bursar Use Only

Codes Used: