



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: _____

Departmental Information

Company	
Department	
Contact Name	
Phone Number	
E-Mail Address	
Item Cost	

Item Description

Item Title	
Item Inventory Amount (If Applicable):	
Item Description	

Procurement Information

Revenue Category	
Spend Category	
Program	
Project	
Gift	



Grant	
Cost Center	
Fund	
Function	
Additional Worktags	

Customer Demographics to Collect (ex: Name, Email, Phone Number, Etc.)

Additional Fees

Will you be absorbing the 2.75% processing fee or passing onto the customer? Yes____ No____

If absorbing, what Driving Worktag should the expense post to? _____

Do you want to offer discount codes?	Yes	No
If yes, Dollar or Percent?	Dollar	Percent
Amount Off		

Additional Notes

Merchant Contact Authorized Signature

Dean/Department Head Authorized Signature

Bursar Operations Authorized Signature

Financial Accounting & Reporting Authorized Signature