

e-Market Request Form Instructions

Department Name: Name of the department coordinating the event

Event Contact Information: Information of the person responsible for coordinating the event

Financial Contact Information: Information of the person responsible for maintaining the budget

Approving Authority: Name of the person with signature authority on the department

Early Registration Date(s): Dates the event is available for early and reduced online registration

Regular Registration Date(s): Dates the event is available for regular online registration

Late Registration Date(s): Dates the event is available for late and increased online registration

Department/Event Website: The web address of the department or event

Event: Title Name of workshop, conference, etc.

Department ID: The department id number where conference fees will be deposited

Account Code: The account number where conference fees will be deposited

List demographic information to be collected from customer: Any additional information the department desires to collect from the customer at time of payment. The University Business Office will attempt to collect as much information as possible, but limitations may exist. We will work with the Event Contact to ensure the site is collecting appropriate information prior to go-live.

Additional Staff Member Login: Allows an additional person access to event registration reports

Signature of Department's Approving Authority: The signature of the Departments Approving Authority

Date: Date of signature

Once the form has been completed and any supplemental sheets attached, please forward form to the Office of Finance to be approved by Assistant Vice President Mark Angel. Once approved the form will be forwarded to Christal Marshall (Marsh4ca@jmu.edu) in the University Business Office.