



Rhode Island College eMarket Request Form

Current Date: _____ Department/Organization: _____

Primary Contact: _____ Phone: _____ Email: _____

Responsible for Testing: _____ Phone: _____ Email: _____

Approving Authority: _____ Account: _____

Begin Date: _____ End Date: _____ Recurring or one time: _____

Storefront: Checkout: Placed on existing RIC website? URL: _____
If not, explain: _____

Note: CASHNet requires a non-disclosure agreement if data is collected from a third party site.

General Description: (workshop registration, sale of items, money collected, custom messages, etc.) Attach documents if applicable, ex. brochure Please fill out item/price detail sheet if needed.

Information Collected: Name: Address: Email: Phone:

Other: _____

Report Frequency: Daily: Weekly: Describe: _____

Expected # transactions: _____ Dollars Collected: _____ Daily: Weekly: Total:

Only credit cards are accepted. Convenience Fee of 2.75% paid by: College: Dept/Org:

Account/Dept receiving funds collected: _____

A CASHNet storefront/checkout may not be used to replace the PeopleSoft registration process.

After all of the information is provided, the development of a CASHNet storefront/checkout may take from 3-6 weeks depending on the complexity of the request. The requesting office must test and sign off on the storefront/checkout before it can be released.