WAYNE STATE UNIVERSITY

eMarket Site Request Form

Department or Organization Name:	
Primary Contact:	
E-mail Address:	
Date:	
Phone:	
Fax:	

Purpose of the site requested:

Business Case	
Provide a detailed description of how this work is currently being performed:	
Provide a detailed description of the work that is being requested:	
Describe the resulting product: *What will it do? How will it work within in your business process?(e.g., It will allow customers to pay online, receive a receipt by email and post the payment to the cashiering system without manual intervention.)*	
What does it mean if this request is not done?	
Include as supporting documentation a quantification of the burden that currently exists. *This may include a cost/benefit analysis, staff time savings, paper documents put into electronic form, etc.*	

Site Information

Date the eMarket site is needed for service? (Please do not use ASAP. To adequately plan/develop allow a min. of 4 months) _____

If an event (i.e. conference, symposium, etc), what date does it start?_____ **End date?** _____

Estimated length of time site is needed for service   **1-3 months**   **3-6 months**   **6-12 months**   **1 Year or more**   **Ongoing**

Does the department have an existing website?   No   Yes If yes, URL: _____

Will customers be required to create a login prior to making a purchase or registering?   No   Yes   Not Sure

Does the data captured on the site update or interface with an existing Banner form?   No   Yes

What are the reporting needs for this eMarket site?

_____

_____

_____

Does your department have someone that has experience working with web applications?   No   Yes

If yes, will they be assisting on this project?   No   Yes   **Name/Telephone #**_____

Payment Information

Payment methods the site will accept: Credit Cards   E-check   Both

"FOAPAL" in which eMarket payments will be deposited:

Fund	Org	Account	Program

All credit card transactions are assessed a 2.9% banking convenience fee. Will the department or customer pay this fee?

    Department   Customer

If the department is absorbing the 2.9% banking convenience fee for each transaction, please provide the "FOAPAL" that will be charged:

Fund	Org	Account	Program

There is an annual expense for maintaining the eMarket site. Please provide the FOAPAL in which the ongoing expense will be charged.

Fund	Org	Account	Program

Please e-mail your completed request form to: emarketrequest@lists.wayne.edu
You will be contacted shortly after submitting this request to schedule a planning meeting.