

BYU-Idaho Campus eMarket* Request Form

Date of Request:

Department Name:

- Cost Center:

- Revenue Category:

Contact Person Name:

- Title:

- Phone Number:

- Email Address:

Purpose of Request:

Nature of Business and Products/Prices:

Location:

Date and duration eMarket is needed:

Comments:

Please note: This form is intended to collect information to assess whether the request meets the necessary requirements. It also gathers all the essential details for efficiently and effectively processing orders through eMarket. If you need to add any extra details or customizations for your specific process, please contact Justin Egbert.

*An eMarket is a Transact module that allows departments to accept credit and debit card payments for approved items, services, and fees through online storefronts. Customers can access a customized storefront via a provided URL link or QR code. The site is PCI compliant, ensuring secure transactions, and funds are automatically deposited into the designated Cost Center.