

E-COMMERCE MARKETPLACE FORM

In completing this form, you are acknowledging the following: (1) a 5% commission on total sales for each event or a minimum of \$250.00, whichever is greater, (2) a credit card processing fee (currently 2.85% of the total credit card transaction amount for the event), and (3) FREE events are subject to a \$100.00 fee per listing, up to 10 items per listing.

NOTE: For those departments that allow customers to pay by way of a payment plan, it is the department's responsibility to ensure all payments are collected before services are rendered. Uncollected funds are the responsibility of the department.

For more information on getting started with the Online Marketplace and fee schedules, please log on to rowanonline.com, select the "Resources" tab, then select "Rowan University Marketplace".

Requestor Information

Full Name:

Last

First

M.I.

Department Info:

Department Name

Building/Room #

Phone/Extension:

Email: _____

Program Information

Event/Program Name:

Description of Event/Program:

Please provide justification to demonstrate need for accepting online payments:

Event/Program Format:

- | | | |
|------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Online | <input type="checkbox"/> Hybrid |
| <input type="checkbox"/> Event | <input type="checkbox"/> Marketplace | <input type="checkbox"/> Other _____ |
| Start Date: _____/End Date: _____ | <input type="checkbox"/> Canvas (additional pricing required) | |

Event/Program Price:

Amount: \$ _____ Per Credit Per Course/Event/Program

Estimated # of Transactions : _____

F.O.A.P.A.L _____
e.g., 10010-31006-7215-16

Additional Comments:

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*****Division Vice President or Dean Signature Required*****

Vice President or Dean (or Designee's*) Name:	
Vice President or Dean (or Designee's) Signature:	

** If the Designee is also the requestor, only the Vice President or Dean's signature is allowed.*

*** All events, programs, and meetings held on any campus of Rowan University, as well as virtually, must register through the Office of University Events for review and approval. Before submitting the Rowan Online Marketplace Event Request, please complete a Proflink [event](#) or the event & meeting [registration form](#). The planner will be required to have an event reference number before proceeding with the Rowan Online Marketplace Event Request. Any questions, please contact universityevents@rowan.edu. By signing this form as a VP or Dean (Designee) you are certifying that this event has been approved by University Events.*

Internal Use ONLY

Bursar: _____	Purchasing _____ (Only for Merchandise)
Budget: _____	Rowan Global: _____
Accounting Services: _____	

Please submit completed form to markerk@rowan.edu and conklin@rowan.edu.

If you have any questions about this form or the Online Marketplace, please contact Kristin Marker at x64155 or Bill Conklin at x64162.