

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 Event | <input type="checkbox"/> Online Marketplace | <input type="checkbox"/> Hybrid 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 Signature Required*****

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

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

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.