



**BRIGHAM YOUNG  
UNIVERSITY**

### Transact Payments Storefront Setup Request

---

|  |   |
|--|---|
| Department/Organization  |   |
| Contact for Site (must be full-time employee)  |   |
| Job Title/Position   |   |
| Campus Address   |   |
| Email Address  |   |
| Phone Number   |   |
| Storefront Title   |   |
| Purpose for Storefront   |   |
| Email Address to Display on Receipts   |   |
| Desire Email/HTTP Notifications of each transaction? If yes, please list email addresses |   |
| Dept URL to Direct Customers to After Payment (if applicable)                            |   |
| Additional Information   |   |
| Would you like an Automated Report(s)?   | Daily, Weekly, or Monthly?<br>Email to send to: |
| Site Needed By Date  |   |
| Site Close Date  |   |

\* Continue filling out form on next page: eMarket Items

---

**TREASURY SERVICES TO COMPLETE:**

| Items to Setup  |  |
|-----------------|--|
| Customer        |  |
| Operator        |  |
| Merchant Name   |  |
| URL for Website |  |
| Reports         |  |
| Date Completed  |  |



BRIGHAM YOUNG UNIVERSITY

eMarket Items

Table with 9 columns: Item Name, Item Description, GL/Chartblock (OU-A-C), Price, Total Available Inventory, Can customer purchase more than one? If so, max quantity?, Fields (data to collect from customer), Item Image (attach a .jpeg or .png file separately (max size 1.0 MB)), Will this item be shipped out of state and/or be sold to the general public? Includes an example row for 'Club T-Shirt'.

Please return this form to Sabrina Warren, BYU Treasury Services, A-153 ASB, or by email at [sabrina\\_warren@byu.edu](mailto:sabrina_warren@byu.edu).

Email [sabrina\\_warren@byu.edu](mailto:sabrina_warren@byu.edu) or call 801-422-4759 with any questions or concerns.