

## **Transact Payments Checkout Setup Request**

Department/Organization	
Contact for Site (must be full-time employee)	
Job Title/Position	
Campus Address	
Email Address	
Phone Number	
Checkout Title	
Purpose for Checkout	
Email Address to Display on Receipts	
Desire Email/HTTP Notifications of each transaction? If yes, please list email addresses/HTTP URL	
Dept URL to Direct Customers to After Payment	
Third-Party Service Provider/Website Host	
Additional Information	
Would you like an Automated Report(s)?	Daily, Weekly, or Monthly? 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	



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## eMarket Items

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?
<u>Example</u> : Club T- Shirt	Women in Stem 2022 Club T- Shirts	XXXXXXXX- XXXX-XXXXX	\$15.00	200	Yes, 5 Max	-First Name -Last Name -Email Address -Phone Number -Dietary Restrictions -T-Shirt Size	Yes/No	No

Please return this form to Sabrina Warren, BYU Treasury Services, A-153 ASB, or by email at <u>sabrina\_warren@byu.edu</u>.

Email <u>sabrina\_warren@byu.edu</u> or call 801-422-4759 with any questions or concerns.

