

BUZZCARD TECH STUFF eMARKETPLACE

SALES LISTING FORM

Please Write or Type Legibly

Department/Organization Information

Dept/Org Name: _____ Contact: _____

Address: _____ Phone #: _____

_____ eMail: _____

_____ Signature: _____

Financial Approvals

PeopleSoft Project #: _____

Revenue Account #: _____ Expense Account #: _____
(Transaction Fees)

Financial Approver: _____
Typed Signature acceptable on electronic submission only if submitted directly by signer

Event & Item Information

Ongoing Program Single Event

Program Name: _____

Begin Sales Date: _____ End Sales Date: _____

Event Description: _____

Intended Audience/
Customer Pool: _____

Expected Enrollment/Attendance: _____
See Terms & Conditions #2

Item 1: _____ Price: _____

Item 2: _____ Price: _____

Item 3: _____ Price: _____

Item 4: _____ Price: _____

Please attach web graphics and a Microsoft Office compatible document listing detailed descriptions you wish displayed.

Terms & Conditions

1. Programs and events must be associated with official Institute business or approved Student Organization activities (attach appropriate documentation). Sales transactions will not be accepted that result in sales tax or unrelated business income tax (UBIT) obligations. Requests are subject to potential review by legal and/or compliance staff.
2. Programs may be required to meet minimum participation guidelines.
3. Listing requests must be made ten (10) business days prior to the event.
4. Web sales will be advertised as non-refundable except in the event of program cancellation.
5. Reimbursements will be made at the end of the business month following the month of sales.
6. A \$50 event listing fee and 5% transaction fees apply.
7. The Department/Organization must promptly provide an updated form to the BuzzCard Center for any accounting, point-of-contact, or program changes.

BuzzCard Use Only

eMarket Information

Setup By: _____ Date: _____