

Truman State University
Cashier

REQUEST FOR USE OF TOUCHNET MARKETPLACE

TouchNet MarketPlace can be used for the sale of tickets, sale of Homecoming apparel, registration for camps, etc. The sale of all items must be approved by the Business Office.

Dept/Organization Name: _____

Contact Name: _____

E-Mail Address: _____ Phone: _____

Date Service Needed: _____

Date Service to End: _____

Purpose of using MarketPlace to collect funds by checking, savings or credit card (MasterCard, American Express, & Discover ONLY) payment methods:

Complete University account number that these collected funds will be received to:

Fund: _____ Org _____ Acct _____ Program _____

Signature of contact person making request to use MarketPlace:

Signature of department head approving this application and giving permission to backcharge the department's appropriate University expense account for credit card processing fees associated with these transactions:

ITS Office Approval (Tammy Roberts): _____

Business Office Approval (Judy Mullins): _____

U-Pay Store Code (assigned by Business Office): _____

Revenue Detail Code (assigned by Business Office): _____