

Texas A&M University-Commerce Marketplace Store Request Form

PART 1: DEPARTMENTAL AGREEMENT

The card brands (VISA, MasterCard, etc.) charge a fee for using their payment networks. The exact fee varies by the type of card the customer uses (rewards, corporate, etc.) and consequently changes from month to month. It generally ranges from 2-4% of your transactions, so Financial Services recommends reserving up to 5% of your transactions for credit card fees. Once a month this expense is charged to a FAMIS account of your choosing.

Please sign below saying that you acknowledge the above departmental agreement and keep a copy of the agreement for your records. When you are finished with this form please send it to Jon Puttonen (Jon.Puttonen@tamuc.edu) or Abiola Folowosele (Abiola.folowosele@tamuc.edu).

Store Manager Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date

PART 2: MARKETPLACE APPLICATION

Store Manager Name

Email Address

Office Phone Number

Office Fax Number

Department

Office Number

Type of Products to Sold: _____

Are Any of These Products Taxable? _____

Names and Email Address of Additional Store Managers: _____

*Each store must be assigned a **Default FAMIS Account** to which transactions are posted. In Marketplace, individual products can override the default. Therefore giving you the ability to add as many FAMIS Accounts as you want. They can also be split up by percentages. Please contact Jon Puttonen or Coy Martin for questions regarding this.*

Default FAMIS Account

Default FAMIS Account (4 Digit) Object Code

Expected Start Date

Please list any Additional FAMIS Accounts you wish to be added and the products to be associated with it: _____

