



MSU Denver Office of Cashiering eMarket Questionnaire

Department/Student Organization: _____

Main Contact: _____ Phone #: _____

Email Address: _____

1. Describe the purpose of your store and why you are requesting an eMarket store (Study Abroad, Student Organization, Conference, etc.).
2. How long do you need the store to be active? Please provide exact dates you would need the store to be active (due dates for deposits or registration), as well as, how often the store will be utilized (a one-time event, annual conference, the store should be up indefinitely, etc.)
3. Where will the URL for your eMarket be located? Do you have a webpage that a link can be added to or will one need to be created?
4. What type of income is this? What Worktags will you be depositing the money into? If this information has not been determined, please reach out to the Office of the Controller for assistance (in some cases new auxiliaries may need to be created. Student Organizations: If you do not know this information, please contact orgfunding@msudenver.edu for assistance). **We cannot move forward without this information.**

5. What will the money be used for?

6. What type of information will you need to collect from payers? (name, address, email, etc.)

7. Are you selling a tangible product or electronic information? If yes, will the product be shipped?

8. How often would you like to receive payment reports? (Daily, Weekly, or Monthly)

9. Is the activity substantially related to the exempt purpose of MSU Denver?

10. Please include any other information you think would help us create your site. (Include a list of products you will be selling and their prices, due dates and amounts due events/trips, etc.)