

MARKETPLACE SET-UP FORM

Requestor

Department_____

Contact name_____

Phone#_____email_____

What is the accounting stream (FOPAL) you propose:_____

***If this is new you must complete the SCT Fund/Organization Request Form at <https://www.missouriwestern.edu/accounting/forms/> and submit completed form to

Accounting Services.

What is the purpose of this site? _____

When is your go live date?_____

What e-mail address should payment information go to (department e-mail preferred):

Department Financial Manager approval:_____

***Requestor must complete and submit to Accounting Services before set up considered.

Chief Accountant:

Approval _____ Date _____

Business Office:

Detail Code:_____ Upay site number:_____

Bursar approval _____ Date:_____

***Once completed document received by IMC, allow at least two weeks for set-up.