# Carnegie Mellon University
## Finance Division

Purpose of this Form: This form must be completed and approved before accepting eCommerce credit card payments via Cashnet eMarket.

**Note:** For instructions on how to complete this form, visit **www.cmu.edu/finance/forms/files/ecommerce-req-instructions.pdf**.

PCI DSS Notice: CMU's credit card processing is subject to the Payment Card Industry Data Security Standards. Prior to submitting this form, review the PCI DSS Policy and Guidelines. For questions related to this information and your compliance obligations, contact pci-dss@lists.andrew.cmu.edu. All merchants are subject to annual PCI DSS training and reporting requirements.

## eCommerce Information

### Change in Purpose

Briefly describe the change in purpose of the checkout page or storefront, the products and/or service offered for sale, and the target customers/market (students, CMU employees, alumni, or individuals outside the campus):

### Change Store Name

Current store name: _____     New store name: _____

### New Event Dates

Complete if your store is hosting an event in the future that was not listed on your original request form.

Begin Date: _____     End Date: _____

## Checkout/Gateway Page Information

### Change in Third Party

Current Third-Party Integration Partner: _____

New Third-Party Integration Partner: _____

## Cashnet Access

Note: All employees with access to credit card data are required to complete annual PCI DSS training.

Complete this field to give additional users access to your Cashnet environment.

Andrew ID: _____     Role: _____

Andrew ID: _____     Role: _____

Andrew ID: _____     Role: _____

**Oracle Account Information**

*This section must be completed in its entirety. Your request will not be processed without this information. For questions, contact Financial Reporting at Fin-Rptg@andrew.cmu.edu.*

Provide a valid Oracle revenue string for each product and/or service offered for sale. Revenue object codes must have a function of 000. Attach additional pages to this form if needed.

Complete this section to modify the GL coding of an existing item or to enter a new GL code for a new item.

| Object Code | Funding Source | Function | Activity | Organization | Entity | Item |
|---|---|---|---|---|---|---|
| | | 000 | | | | |
| | | 000 | | | | |
| | | 000 | | | | |
| | | 000 | | | | |

If using funding source numbers 000005, 061000, 062000, 063000, 064000, 065000, 066xxx, 100000, 140000, 200000, 240000, provide the Grants Accounting (GA) string:

Project: _____    Task: _____    Award: _____

**Approvals**

Note: After initial set-up, you must inform Financial Reporting if the checkout page or storefront purpose and/or Oracle account information changes.

_____    _____    _____
Business Manager             Signature                    Date

**Finance Division Use Only**

_____    _____    _____
Treasury                     Signature                    Date

_____    _____    _____
Financial Reporting          Signature                    Date

_____    _____    _____
Taxation                     Signature                    Date

Submit completed form to cashnet-info@andrew.cmu.edu and allow 5 - 7 days for processing.