

# CMU Marketplace

## Request for Store or uPay Site



Complete the request form. Forward to the Digital Communications Manager, Andrea Keck. Your request will be reviewed by the Marketplace Advisory Committee (MAC). If approved, the committee will schedule a meeting with you to provide training and begin building your Store or uPay site.

Date:

Merchant Manager:

Department Head or Director:

Department:

Organization Code:

Request Type:  Store  uPay Site

Store Name:

Desired Go Live Date:

**Purpose of the store (description of what will be sold)**

_____	_____
Merchant Manager Signature	Date
_____	_____
Department Head or Director Signature	Date