The University of South Carolina
Bursar’s Office
APPLICATION for Store in the USC TouchNet Mall

Please email completed forms to: edwinr@mailbox.sc.edu
USC Bursar’s Office
Attention: Edwin Roe

*****Please send original to 1244 Blossom Street, Suite 128*****

Department Name: 

Business Manager Contact: Phone: 
Fax: Email Address: 

Department Contact (if different from above): 

Position or Title of Contact: 

☐ I want to build an online store.
☐ Identify your Department or College: 
☐ I want to attach to an existing Marketplace Department or College:
  Department or College 
  Department or College Merchant Manager 

Please describe in detail your business proposal. Please make sure to include information such as:
What are you planning to sell? What is the purpose of the products and/or services? Will items require shipping?
APPLICATION for Store in the USC TouchNet Mall

Each Department or College in the USC TouchNet Mall will have the ability to create multiple uStores and uPay sites. Please be aware that if you are approved for a USC Store or USC uPay site you will be required to monitor and manage those stores. If the Department or College is requesting a Store or uPay site in the USC TouchNet Mall, and you already have a USC Store, you may be required to re-build your store under the guidance of the University Bursar.

EXISTING EQUIPMENT/SYSTEM INFORMATION

As a matter of policy, all existing POS equipment must be identified to the University Bursar at the time of application:

Is there currently Point of Sale equipment located in your Department or College? ____________________________
Is there currently an online credit card system? □ Yes □ No
If you have identified equipment, what merchant number has been assigned to this equipment and/or system?

DEPARTMENT AND FUND INFORMATION FOR MARKETPLACE USAGE

Please provide accounting information for:

Revenue:  
Department: ___ ___ ___ ___ ___ ___ 
Fund: _________ ___ ___ 
Operating Unit: ___ ___ ___ ___ ___ 
Class: ___ ___ ___ 
Account: ___ ___ ___ ___ ___

Credit Card Fees:  
Department: ___ ___ ___ ___ ___ ___ 
Fund: _________ ___ ___ 
Operating Unit: ___ ___ ___ ___ ___ 
Class: ___ ___ ___ 
Account: 54230

PCI COMPLIANT REQUIREMENTS

(All of the following must be completed before going Live in Marketplace)

1. Applicant/Department must complete the Campusguard Portal Training (One Time)
   a. This training is scheduled by the Bursars Office and held at 1244 Blossom Street.
2. Applicant/Department must complete the Assigned Self-Assessment Questionnaire (SAQ) (Yearly)
3. Applicant/Department must complete the Departmental Procedures for PCI (One Time / As Needed)
4. Applicant/Department must complete the PCI SkillSoft Training (Yearly)

For questions on PCI compliancy please contact Alex Pitts (Pittsma@mailbox.sc.edu) or Edwin Roe (Edwinr@mailbox.sc.edu)
AUTHORIZATION

I have read and reviewed the information provided in the application. By signing this application for Marketplace I certify that I understand all parts of it and have answered all questions completely and fully. I understand that if the Department of College information provided in this application for Marketplace changes, I will notify the Bursar's Office. In addition, I acknowledge that the eCommerce Marketplace Guidelines and all USC Policies have been reviewed and are accepted.

(Business Manager) ___________________________ (Title) ___________________________ (Date) ___________________________

(Dean Approval) ___________________________ (Title) ___________________________ (Date) ___________________________

(University Bursar Approval) ___________________________ (Title) ___________________________ (Date) ___________________________