TOWSON UNIVERSITY™

TouchNet Marketplace Application

Overview

TouchNet Marketplace uStore is a generic web-based storefront for departments to market their products and services. The site captures credit card payments for these products and services through a secure payment portal without storing credit card information. Departments pay monthly credit card fees of up to 2.85% for this service.

TouchNet Marketplace uPay is a web-based payment site that interfaces with a department's third party vendor application to market its products and services. The third party vendor application must be a TouchNet ready approved partner. The uPay captures credit card payments for these products and services through a secure payment portal without storing credit card information. The TN uPay interfaces with the department's third party vendor application to provide product, service and customer data to the department. Departments pay monthly credit card fees of up to 2.85% and a one-time TouchNet interface setup fee of $1,250.

Purpose

This application, including the attached guidelines, is intended for departments that would like to accept VISA, MasterCard and Discover payment cards as a form of payment for products and/or services, receipt of donations, non-tuition courses, conferences, seminars, tickets and other approved Towson University related products and services through a TouchNet Marketplace site. Financial Affairs must approve all applications.

TouchNet Marketplace sites are intended for the use and ease of customers only. Due to Payment Card Industry Data Security Standards (PCI DSS), TouchNet Marketplace sites are not intended for the use of departments to enter customer cardholder data for the customer. If your department needs a solution to accept credit card payments to be processed by your department staff for customers or to accept cash/checks, please contact Cathy Mattern, Comptroller at 410-704-5563.

TouchNet Marketplace Contact

Please submit the completed and signed application to Toni Serruto @ **TSerruto@Towson.edu** in the Bursar Office. Financial Affairs will review the information and determine which option (uStore or uPay) will best fit the needs of the department. If additional information is needed, FA will contact the department. Once approved, please allow 2-4 weeks for the creation of the TouchNet Marketplace site.

Guidelines for Accepting Payment Cards through TouchNet Marketplace

Prior to completing this application, please review the following guidelines. Agreement to these guidelines is required prior to TouchNet Marketplace approval. Please confirm your understanding to each section where indicated.

Agree	**PCI DSS**
	Please assist Towson University in complying with Payment Card Industry Data Security Standards (PCI DSS). The University has an obligation to protect the confidentiality, quality, and availability of University Data. University Data includes personally identifiable information such as credit card information. Please review the Towson University policies for **data governance** and **information technology.**
	Towson University accepts credit cards for payment on a department-by-department basis in accordance with state guidelines and the Payment Card Industry Data Security Standards (PCI DSS). Departments must receive prior approval from Financial Affairs to receive payments by credit cards. Failure to follow university guidelines or a lapse in identity security may result in the suspension or revocation of the right to accept credit card payments.
	Any department that routinely accepts credit cards for payment must follow guidance provided by Financial Affairs. Individual departments are responsible for all costs associated with the acceptance of credit cards including equipment costs and bank processing fees. Under no circumstances are departments to request sensitive personal data from customers. For more information, please visit **PCI FAQS.**
Agree	**Refunds**
	Departments are responsible for all costs associated with their own refund policies as well as initiating the refunds to their customers through the TouchNet system or Bursar office according to the site setup. Credit Card transactions fees are non- refundable to the customer.
Agree	**Chargebacks/Disputes**
	Departments are responsible for any credit card transactions that are disputed and charged back to Towson University. The chargeback process is contingent on deadlines. Both consumers and merchants must adhere to the credit card chargeback time limit set forth by the card networks. Departments are responsible to gather data and respond to the chargeback request in a timely manner once a chargeback notification has been communicated to the department by the TouchNet administrator.
Agree	**Sales Tax**
	Departments are responsible for collecting and paying sales tax on items that they offer for sale. All tax must be collected at the time of the transaction. Any questions regarding applying for a sales tax number, sales tax collection or remitting the tax to the State of Maryland should be directed to University Accounting.
Agree	**Revenue Distribution**
	Departments are responsible to monitor their budgets for the revenues generated from the TouchNet Marketplace. Departments are advised to review budgets on a regular basis to ensure that revenues being posted are accurate and match the TouchNet revenue reports. Departments should be able to demonstrate their reconciliation process to Financial Affairs and audit staff.

Please complete. If you do not know the information, please indicate unknown in the space and you will be contacted later.

Department Information

TU Department Name:	
Contact Person Name:	
Contact Person Title:	
Contact Person Email:	
Contact Person Phone:	
Name of Accounting/Business Officer (if different from above):	

Current Business Processes

Please describe your current business process for depositing revenue, if applicable:

>

Please provide the website address for current business application, if applicable:

>

Website/Third-Party Software:

Is your department currently using a third-party software/vendor in your business application?   Yes   No

If yes, name of company and software:

>

If you intend to continue using this software with your new Marketplace Site, please explain below:

>

Name of IT resource within your department responsible for maintaining the website and/or third party software, if applicable:

Name:	
Email:	
Phone:	

Proposed Marketplace Site

Proposed Store/Merchant Name:

>

Desired Live Date:

>

Please describe in detail your business proposal (i.e. merchandise, non-credit courses, tickets for events, registration fees, etc.)

Target Market (check all that apply):

☐ TU Students ☐ Local Community ☐ International ☐ Online Community

List the PeopleSoft Financials chartfield(s) to be used to record **revenue** from the sale of products and/or services in your proposed Marketplace Site. (Add more lines if necessary).

Fund	Department	Account	Project (optional)

Indicate the chartfield for the monthly credit card fees:

Fund	Department	Account	Project (optional)

Anticipated Annual Sales Volume:

Annual dollar amount:	
Annual number of transactions:	
Average dollar amount per transaction:	

Is there a peak period of activity expected? Yes No (If yes, please explain below.)

Is this a seasonal product or service? Yes No (If yes, please explain below.)

Is this a one-time/seldom repeated product or service? Yes No (If yes, please explain below.)

Agreement Statement:
I have read and reviewed the information provided in this application. By signing this application for TouchNet Marketplace, I understand, if approved for a Marketplace site, there will be accounting responsibilities to monitor and manage the account as well as, an obligation to safeguard customer personal and financial information. Users agree to follow all Towson University policies and procedures.

Requestor Name:	Signature:	Date:
Chair/Dept Head Name:	Signature:	Date:
Dean/AVP Name:	Signature:	Date:
Div Budget Officer Name (if new service):	Signature:	Date:

SCAN COMPLETED & SIGNED APPLICATION TO TSERRUTO@TOWSON.EDU OR MAIL TO BURSAR OFFICE ROOM 318.