**TouchNet uStore Request Form** ab

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prior to submitting a request for a new TouchNet uStore, you must ensure that an FSA account, Foundation account, or State account has been approved and established for the purpose of the uStore.**

**Questions regarding the establishment of accounts should be directed as follows:**

FSA Agency Account: Sarah D’Amaro at [Sarah.D’Amaro@fredonia.edu](mailto:Sarah.DAmaro@fredonia.edu)

Foundation Account: Bill Cunningham at [William.Cunningham@fredonia.edu](mailto:William.Cunningham@fredonia.edu)

State Account: Judy Langworthy at [Judy.Langworthy@fredonia.edu](mailto:Judy.Langworthy@fredonia.edu)

To get started, complete the form below and submit it to Jennifer Panfil at [jennifer.panfil@fredonia.edu](mailto:jennifer.panfil@fredonia.edu)

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| --- | --- | --- | --- | --- | --- | --- |
| Department: | | | Requester: | | | |
| 1.  Name of uStore | 2.  Approved Bank Account # (specify FSA, Foundation or State) | 3.  Requested “Go Live” date | 5.  All text for uStore homepage | 6.  Names and prices of all products within the uStore | 7.  Names of employees who will be store managers |
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**\*\*All requests should be submitted *at least* 2 weeks prior to your Go Live date.\*\***