**eCommerce Service Request**

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# Applicable policies and procedures

TTUHSC El Paso Operating Policy 50.37, Payment Card Processing by TTUHSC El Paso Departments

TTUHSC El Paso Operating Policy 56.01, Use of Information Technology

# Routing Instructions

Please route this request in the following order for proper processing. Addresses are provided below.

**Requesting Department**

**Requesting Department**

**NOTE: TTUHSC El Paso Institutional Compliance must also approve eCommerce requests related to any activity that involves patients or patient information.**

**Requesting Department**

**TTUHSC El Paso IT Division Academic Technology**

Rosie Sanchez

Managing Director

Rosie.sanchez@ttuhsc.edu

915-215-4022**echnology**

**TTUHSC El Paso Information Security Officer**

Ron Graham

Assistant Vice President

[ron.graham@ttuhsc.edu](mailto:ron.graham@ttuhsc.edu)

915-215-4040

**TTUHSC El Paso Accounting Services**

Alejandra Peterson

Financial Analyst I

alejpete@ttuhsc.edu

915-215-5096

Or

Sandra Tapia

Unit Associate Director

[Sandra.tapia@ttuhsc.edu](mailto:Sandra.tapia@ttuhsc.edu)

915-215-4790

**TTUHSC El Paso Technology Services**

Jerry Rodriguez

Associate Vice President

[Jerry.Rodriguez@ttuhsc.edu](mailto:Jerry.Rodriguez@ttuhsc.edu)

915-215-4047

**TTUHSC El Paso Institutional Compliance Office**

**(If applicable)**

Yvette Quintana-Chavez

Associate Managing Director

[Yvette.QuintanaChavez@ttuhsc.edu](mailto:Yvette.QuintanaChavez@ttuhsc.edu)

915-215-4456

# Request Form

## Customer Information

|  |
| --- |
| Date: 8/15/2022 |
| Requestor:  E-Mail address: |
| Requesting Department’s Business Name:  Department Code:  Physical Address:   Campus:  Phone Number:  Fax Number:  Mail Stop: |
| Department Primary Contact:  Title:  E-mail address: |
| Project Contact: Rosie Sanchez  E-mail address: [rosie.sanchez@ttuhsc.edu](mailto:rosie.sanchez@ttuhsc.edu) |
| Technical contacts and e-mail addresses:  Carlos Fong – [carlos.fong@ttuhsc.edu](mailto:carlos.fong@ttuhsc.edu)  Mario Alvarado – [mario.alvarado@ttuhsc.edu](mailto:mario.alvarado@ttuhsc.edu) |
|
|
|

## Description of eCommerce Service Request

|  |  |
| --- | --- |
| D**escribe your need for the ecommerce service:** | |
| **List of Products/Services:** | |
| **Mark the credit cards your department wishes to accept:**  **\_ \_ Visa/MasterCard \_ \_ Discover \_ \_ American Express**  **Note:** Please be aware that each credit card has separate fees. For more information, contact Accounting Services. | |
| **Projected Annual Sales:** | **$** |
| **Web Address, if available (Home Page):** |  |

## Account Information

|  |
| --- |
| **Account Name:** |
| **Account Number (***FOAP:* *Fund – Organization – Account - Program***):** |
| **Revenue Account:** |
| **Do you want the associated credit card and other related fees charged to the account above?**  **\_ \_ Yes \_ \_ No**  **If no, please indicate the account to be charged for the associated credit card and other fees related to this eCommerce request below:**  **Account Name:**  **Account Number (***FOAP - Fund Orgn Acct Prog***):** |

## Merchant ID/Verisign Account Information

|  |  |
| --- | --- |
| A separate Merchant ID account is required for each eCommerce site Banner Revenue Account unless otherwise approved.  It is the responsibility of the requesting department to purchase a Merchant ID account (if you do not already have one) for eCommerce processing.  The requesting department is also responsible for paying the initial setup fee for the Merchant ID account and all fees associated with processing the transactions. These fees are 2-4% of the total transaction amount, depending on the credit card used (Visa, MasterCard, Discover, and American Express all have different fee rates). | |
| Accounting Services Contact Information:  Alejandra Peterson, Financial Analyst I  alejpete@ttuhsc.edu  915-215-5096 | Sandra Tapia, Unit Associate Director  [Sandra.Tapia@ttuhsc.edu](mailto:Sandra.Tapia@ttuhsc.edu)  915-215-4790 |
| Merchant ID/ Verisign Account: | |

## Authorizations

|  |
| --- |
| **Requesting Department Approval:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Head Date |
| **TTUHSC El Paso IT Division Academic Technology Approval:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature Date |
| **TTUHSC El Paso Information Security Officer Approval:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature Date |
| **TTUHSC El Paso Accounting Services Approval**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature Date |
| **TTUHSC El Paso Technology Services Approval**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Authorized Signature Date |
| **TTUHSC El Paso Institutional Compliance Approval (if applicable)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Authorized Signature Date |