

KSU MALL ACCESS REQUEST FORM

Requested by: _____ Date: _____

Department: _____ Phone: _____

Please Choose One: New Store Request Update to Existing KSU Mall Store

The above department requests that payments collected by the KSU Mall be processed electronically and posted to the detail codes listed below.

INSTRUCTIONS

The Department must provide the chart string information (see below) which will be used to receive and store all revenue generated from the KSU Mall. If a new account needs to be created, the Department Budget Request Form must be completed, approved, and submitted to budget@kennesaw.edu. The Department Budget Request Form is located at <https://fiscalservices.kennesaw.edu/budget/docs/Department%20Request%20Form.pdf>. Once the account is created, a detailed code will be established by the Bursar's Office and updated for the KSU Mall request.

Account	Fund	Dept	Program	Class	Project
Brief Description Name / Item					

Please describe the lifecycle of the requested KSU Mall Store (select one):

- Full Time – Constant and Ongoing
- Part Time – To run for a scheduled, reoccurring, but limited amount of time
- One Time – One short period of time to be closed permanently after

Does this contract/event include the purchase or serving of alcohol? Please choose one: Yes No

Please provide further details regarding the above choice including dates if applicable

Web page owners acknowledge that they have reviewed the entire KSU Mall User's Manual and will abide by the KSU Mall Privacy Policy. This includes the understanding that a 5% commission will be deducted from all payments processed for the detail codes listed on the Banner Access Form whether processed by the KSU Mall or by other means.

Department Director/Assistant Dir Approval: _____ Date: _____

Print Name: _____

Note - Department must notify in writing to the Bursar's Office and KSU Mall Coordinators when the store has been discontinued and no longer needed.

Compliance Office Review: _____ Date: _____

Approved for KSU Mall _____ Denied for KSU Mall _____

Bursar's Office Approval: _____ Assigned Detail Code _____ Date: _____

**Please send completed and signed forms to the Fiscal Services
Financial Compliance ServiceNow portal for approval**