



Request Access To Shopping Cart Template

Purpose of this form

This form is provided for requesting that the Shopping Cart Template, which includes a facility for conducting secure Credit Card transactions, be made available to staff administering a website in the CMS.

Requirements

1. This completed form must be signed by the *School Manager/Equivalent responsible as Content Custodian* for the website nominated below.
2. The completed form must be forwarded to the University Website Office, IT Services.
3. If, for any reason, you require the Shopping Cart Template to be disabled and removed from your website, please forward your request to the University Website Coordinator, IT Services.
4. Please use a separate form for each requested website.

Conditions of Use

The Content Custodian is to ensure that

- use of the Shopping Cart Template is managed responsibly and in accordance with these conditions of use;
- staff administering the Shopping Cart Template have received and understood training in the use of the Shopping Cart Template;
- correct and valid Business Unit, Project Grant and Account codes are supplied;
- order reports and submission logs generated by the Shopping Cart Template are checked against payments received in the nominated account;
- site administrators names and email addresses should be updated regularly;
- all submitted information is maintained in accordance with University policy; and
- refund requests are managed promptly and effectively.

The BU/PG/Acc nominated in the Shopping Cart will be debited monthly \$0.20 per transaction and 1% of the total amount transacted by that Shopping Cart

Name and Bu of School/Faculty/Section	BU <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Website Name	
Website Address	
School Manager/Equivalent	
Content Custodian Email Address	
Content Custodian Signature	Date :
Office Use Processed by:	Date :

Further information regarding the Shopping Cart Template is available on the web:

<http://weboffice.uwa.edu.au/page/54686>

Please address any queries regarding the Shopping Cart Template to the University Website Office:

weboffice@uwa.edu.au