

## Criteria for opening a TouchNet uStore

1. Business reason to open a store, what is the purpose for opening a store. The department must have internal resources to build its website within the TouchNet portal.
2. Current Bank of America Merchant Services credit card account has been identified from your school or department that can be used. If you do not have a current merchant account and do not want to leverage an existing merchant account, a [Merchant Account Application](#) and [Merchant Agreement](#) will need to be completed.
3. Credit card and ACH fees generated from the sales from the uStore will be charged to the merchant account.
4. Approval and Support from the School/Department Finance Office – Finance Office will have access to the admin portal for retrieval of reporting for all stores as well as responsibility for the monthly reconciliation of the income generated through the TN stores and posted to the GL.
5. Understanding that the annual subscription fee for each store includes the website, payment gateway and General Ledger integration and is structured as a fee recovery as detailed below:

<b><u>Fee Recovery Model</u></b>	<b><u>Annual/Transaction Cost</u></b>
Initial Store with or without Merchant Account	\$2,000 annual fee
Subsequent Store (w existing Merchant Account and >150 transactions annually)	\$500 annual fee
Subsequent Store (w existing Merchant Account and <150 transactions annually)	\$3.95 per transaction

For each store you request, you will need to complete the application fully. [TouchNet Ustore Application](#).