

**TXShop
Administrator Authorization Form**

Office Use Only

Appl. Name _____

Date Received _____

Name of Shop: _____

To grant administrator authorization for a TXShop store, complete this form, obtain all required signatures, and submit it to the TXShop stewards by e-mail at txshop-info@utlists.utexas.edu or by fax at 512-232-3360. Multiple authorizations may be submitted on one form.

Shop Administrator Rights and Responsibilities

Rights

- Receive documentation and training on the use of the TXShop application.
- Receive timely information and responses when issues are reported.
- Receive notifications of upcoming enhancements to the TXShop application.

Responsibilities*

- Safeguard customer information and not redistribute or resell that information except as required by The University of Texas at Austin policy and State of Texas Law: <http://www.utexas.edu/policies/privacy/>.
- Contact customer(s) if mailed or shipped products are returned as undeliverable.
- Process all refunds within two business days of the date of the request or provide customer with a written explanation of why the refund could not be processed.
- Reconcile TXShop transactions to account records in ***DEFINE** at the end of each month.
- Maintain appropriate files according to the official records retention schedule: <http://www.utexas.edu/business/accounting/retention/>
- Maintain and provide inventory information to customers.
- Notify the TXShop team at txshop-info@utlists.utexas.edu if plans are revised in order to sell services and/or commodities that were not part of the original set up of the store.
- Adhere to the policies and procedures related to the Unrelated Business Income Taxes (UBIT) and sales tax. For more information regarding UBIT policies, please review the UBIT Guidelines at http://www.utexas.edu/business/accounting/pubs/ubit_guidlines.pdf.
- Complete and ensure the accuracy of all required paperwork for establishing and maintaining your TXShop store.
- Report customer and/or store owner issues to TXShop team at txshop-info@utlists.utexas.edu.
- Notify the TXShop team at txshop-info@utlists.utexas.edu if you chose to terminate the store.

I have reviewed this request and approve granting the individuals identified on page 2 of this form administrator authorizations to the above named store.

Signature of an existing store administrator
or the UBOC representative

Printed Name

Date

I have read and agree to the Shop Administrator Rights and Responsibilities.

* Failure to agree to shop administrator responsibilities may result in loss of the administrator's store authorizations.

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Printed Name	Signature	UT EID	E-mail address	Date