

<input type="checkbox"/>	NEW APPLICATION
<input type="checkbox"/>	CHANGE EXISTING
<input type="checkbox"/>	DELETE EXISTING



CALIFORNIA INSTITUTE OF TECHNOLOGY

ACCESS REQUEST FOR TECHMART E-PROCUREMENT APPLICATION

[Please provide this form to your Custodian found here](#)

1. Faculty/Staff Temporary Employee Student Other **OR** Check if Regular Staff
2. To Be Effective Start: _____ End: _____ access.caltech username: _____
3. First Name: _____ Last Name: _____
4. Phone No.: _____ 5. Email: _____
6. Dept. Supervisor: _____ Phone Ext.: _____
7. Default PTA: _____
8. Default Dept Code: _____ Caltech UID# _____

If you are unsure, click here to find your appropriate Dept. Code.

9. Select User's Role(s):

Shopper (\$0.00 limit)
 Requisitioner
 Req Approver
 Invoice Approver
 SOS Buyer

10. User's Req Approval Limit: \$ _____ User's Invoice Approval Limit \$ _____

If you are unsure what role(s) to select, please here for further details:

11. Receiving Threshold (select one option):

- Option 1 - \$0 (this requires all orders to be received) Option 2 - \$1,000 Option 3 - \$2,500
- Option 4 - \$5,000 Option 5 - \$10,000 Option 6 - \$25,000 Option 7 - \$50,000
- Option 8 - \$100,000 Option 9 - \$250,000 Option 10 - \$999,999,999 (no orders need to be received)

12. Document Search Access: Departments for which you are authorized to search and view Requisition, PO and Invoice information. List only if it is different from the Department you are associated with in Human Resources.

1. _____
2. _____
3. _____

13. Requisition Financial Approver (RFA)

Preferred Approver: _____

Alternate Approver: _____

14. Invoice Financial Approver (IFA)*

Preferred Approver: _____

* Must be the same as your Preferred RFA, unless your IFA has only an IFA role.