☐ NEW APPLICATION

☐ CHANGE EXISTING

☐ DELETE EXISTING

TechMart

CALIFORNIA INSTITUTE OF TECHNOLOGY

ACCESS REQUEST FOR TECHMART E-PROCUREMENT APPLICATION

1. ☐ **Faculty/Staff** ☐ **Temporary Employee** ☐ **Student** ☐ **Other** **OR** ☐ **Check if Regular Staff**

2. **To Be Effective** <u>Start</u>: _____ **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 <u>only</u> an IFA role.