

System Access and Approval Hierarchy Form



Please fill out the following table for new/updated RU Marketplace Access.

For **Action**, **Employee Type**, **Unit Division**, and **Role** fields use drop-down menus.

In Order to have Inquirer role, you must be a Rutgers employee.

If requesting IPO Invoice Processor role, must provide the IPO number associated with it otherwise role will not be granted.

1

Action	Employee Type	Net ID	Unit Division	First Name	Last Name	Role	IPO Number

For Approvals please add the following GL or Project information; provide Net ID(s) for approver(s):

Fund is optional; should be used if approver is for a specific fund type.

2

Action	Unit	Division	Org	Fund	Primary Approver: All Dollar Amounts	Primary Approver: \$0-5K	Primary Approver: \$ 5-10 K	Primary Approver: over \$10k	Secondary Approver: All Dollar Amounts	Secondary Approver: Over \$50K

3

Action	Project	Primary Approver: All Dollar Amounts	Primary Approver: \$0-5K	Primary Approver: \$ 5-10 K	Primary Approver: over \$10k	Secondary Approver: All Dollar Amounts	Secondary Approver: Over \$50K

Please select the Business Manager.

Business Manager's Signature required in order for request to be processed:

Please attach completed form in [Help Desk Intake Form](#).

1.4.22

Section Description/Explanation of needed

1 Do not complete this section if individual has already been assigned the role

Used to add and remove User roles/access for

- All fields must be completed
- RU MarketPlace Roles: **Approver, Inquirer, IPO Processor, Requestor**

2 Used to add and remove approvers for specified UDO or UDOF

- Section must be completed with NetIDs;
- Specified approver must already have "Approver Role" in RU Marketplace
- All fields must be completed, This means the dollar amount threshold: ALL, \$0-\$5, \$5-\$10,

3 Used to add and remove approvers for specified Project

- Section must be completed with Net IDs;
- Specified approver must already have "Approver Role" in RU Marketplace
- All fields must be completed This means the dollar amount threshold: ALL or \$0-\$5 or \$5-\$10, or Over \$10k

4 Form Approval

- Submit the form through the [Help Desk Intake Form](#)
- Choose your Business Manager
- **Must be signed by or submitted by the Business Manager.**