## System Access and Approval Hierarchy Form explanation of use

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.*

<table>
<thead>
<tr>
<th>Action</th>
<th>Employee Type</th>
<th>Net ID</th>
<th>Unit Division</th>
<th>First Name</th>
<th>Last Name</th>
<th>Role</th>
<th>IPO Number</th>
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**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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Unit</th>
<th>Division</th>
<th>Org</th>
<th>Fund</th>
<th>Primary Approver: All Dollar Amounts</th>
<th>Primary Approver: $0-5K</th>
<th>Primary Approver: $5-10K</th>
<th>Primary Approver: over $10k</th>
<th>Secondary Approver: All Dollar Amounts</th>
<th>Secondary Approver: over $50K</th>
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<thead>
<tr>
<th>Action</th>
<th>Project</th>
<th>Primary Approver: All Dollar Amounts</th>
<th>Primary Approver: $0-5K</th>
<th>Primary Approver: $5-10K</th>
<th>Primary Approver: over $10k</th>
<th>Secondary Approver: All Dollar Amounts</th>
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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.

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

- **RU MarketPlace Roles**: Approver, Inquirer, IPO Processor, Requestor
- **Used to add and remove User roles/access for RU Marketplace**
  - All fields must be completed
  - RU MarketPlace Roles: Approver, Inquirer, IPO Processor, Requestor

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

- Section must be completed with Net IDs;
- Specified approver must already have “Approver Role” in RU Marketplace
- All fields must be completed

**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

**Form Approval**

- Submit the form through the Help Desk Intake Form.
- **Must be signed by or submitted by the Business Manager**