



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.

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.

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

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](#).