

<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**

E-MAIL COMPLETED FORM TO IMSS SECURITY [data-security@caltech.edu](mailto:data-security@caltech.edu)

1.  Faculty/Staff       Temporary Employee       Student       Other
2. To Be Effective Start: \_\_\_\_\_ End: \_\_\_\_\_      **OR** Check if Regular Staff
3. First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
4. Mail Code: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Dept. Supervisor: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_
7. Default PTA: \_\_\_\_\_
8. Default Dept Code: \_\_\_\_\_ Caltech UID# \_\_\_\_\_  
 If you are unsure, click the link to find your appropriate Dept. Code:  
<https://procurement.caltech.edu/documents/84-departmentcodeslist.pdf>

9. Select User's Role(s):  
 Shopper       Requisitioner       Approver       Airgas Purchase Only  
 If you are unsure what role(s) to select, please click on the link below for further details:  
<https://Procurement.caltech.edu/departments/purchasinghome/techmartroles>

10. User's Approval Limit:      \$ \_\_\_\_\_  
*\*Shoppers have an automatic \$0.00 limit. Requisitioner's may be set at any limit, including \$0.00, which would route all orders to their financial approver. A limit of \$5,000 means the Requisitioner can order anything \$5,000 and under with no additional approval; as soon as the order exceeds \$5,000, it enters the approval path designated for the Requisitioner.*

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

1.
2.
3.

12. Financial Approver(s): Individuals that may approve Requisitions above your Requisition Approval Limit. Financial Approvers must have TechMart Access and have the role of TechMart Approver.

Default Approver:
Alternate Approver:
Alternate Approver:

13. Form Processing:

Prepared By:	Ext.
Authorized By (print):	
Authorized By Signature:	Date:
IMSS USE ONLY	Approval Workflow Verified By: _____ Date: _____