image1.png

Please fill out the following for RU Marketplace Access: (SciQuest Roles: Requestor, Inquirer, Approver, IPO Invoice Processor)

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| **Add or Remove** | **Net ID** | **email** | **First Name** | **Last Name** | **SciQuest Role** | **Role Approver/Supervisor** |
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For Approvals please add the following GL, Project, or IPO information; provide Net ID(s) and name(s) for approver(s):

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| **Add or Remove** | **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** |
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| **Add or Remove** | **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** |
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| **Add or Remove** | **IPO** | **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** |
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Please email completed form to [procure@finance.rutgers.edu](mailto:procure@finance.rutgers.edu)