

Applicant Information:

Full Legal Name: _____

Desired Name: _____

UNET ID: _____

Email: _____

Employee Number: _____

Department Name: _____

Campus Phone Number: _____

Default shipping address (on campus only): _____

Supervisor/Approver: _____

Access Rights:

_____ MarketPlace+/Coupa Purchasing (submitting requisitions and Invoice requests)

_____ MarketPlace+/Coupa Expenses (submitting Expense reports yourself and on behalf of others)

_____ University P-Card

Funding Information:

Default Chartstring: _____

Additional Chartstrings needed: _____

I Understand that

By signing and submitting this application I agree to abide by all Brandeis University procurement and department policies and procedures with regard to the purchasing of goods and services in the conduct of university business. Misuse or fraudulent use of any university system or credit card may result in loss of privileges or possible termination of employment.

By signing and submitting this application I agree I will comply with all cost principles that apply to federal grants.

Specifically, I will not purchase office supplies, books, subscriptions, laptops and other administrative type costs on a grant unless an approved and documented Cost Accounting Exception is on file in the Office of Research Administration and Sponsored Programs Accounting.

Signature of Applicant: _____

Signature of Supervisor: _____

Signature of Budget Manager: _____