



# Brandeis University

## Procurement Systems Access Form

Handwritten forms will not be accepted. They will be returned to preparer.

Current Date: \_\_\_\_\_

APPLICANT INFORMATION	
Name: _____	Emp ID: _____
e-mail: _____@brandeis.edu	UNET ID: _____
Dept _____	Phone Ext: 6- _____
Bldg/Rm _____	Fax No: 6- _____
Pos. Title: _____	
Supervisor: _____	

ACTION		
Please check the appropriate boxes:	New Account	Acct Change
<b>P CARD</b>		
<b>MARKETPLACE</b>		
Marketplace includes vendors such as Staples and Fisher		
<b>FEDEX</b>		
FedEx must be paid using a P card		

DEFAULT CHARTSRING (Note: must be university fund 11, 12, 13, or 14)						
P card	Market place	Fund	DeptID	Program	Project/Grant	Description

ADDITIONAL CHARTSTRINGS FOR NEW OR CHANGED ACCOUNTS						
(use the "Procurement Systems Chartstring Addition and Change Form" for additional chartstrings)						
Add	Delete	Fund	DeptID	Program	Project/Grant	Description

NEW P CARD ONLY						
Please indicate the security profile of the new P card:						
Dept Administrator	Facilities	LTS	Faculty/Non-Grant	Student Organizations		
Science Labs	Athletics	Community Living/Student Life	Authorized Travel			
Security profiles restrict card use to certain vendors or types of purchases. Exceptions to profiles that do not correlate to your position require written justification and approval by your immediate supervisor. Contact Procurement Services if you have any questions.						

APPROVALS	
<ul style="list-style-type: none"> <li>Per University procurement guidelines, authorized users will be able to make purchases below \$5,000 on the listed chart strings. Purchases in excess of \$4,999.99 through the Marketplace will be routed for approval through Procurement Services and the department before the order is finalized.</li> <li><b>By signing and submitting this application I agree I will comply with all cost principles that apply to federal grants.</b> 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.</li> <li><b>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.</b> Misuse or fraudulent use of any university system or credit card may result in loss of privileges or possible termination of employment. See policy: <a href="http://www.brandeis.edu/offices/procurement/pcard.html">http://www.brandeis.edu/offices/procurement/pcard.html</a></li> </ul>	
Signature of Applicant _____	Date _____
Signature of Immediate Supervisor _____	Date _____
Signature of Budget Manager: _____	Date _____
For grants: PI signature or designee _____	Date _____

Please send completed form to Procurement Services MS 048 60 Turner St.