



AggieMart Role Selection

ROUTING
Aggie Service Center
MSC ASC
appadmin@nmsu.edu

Place a check mark next to the appropriate security class needed for your employee. Custodian signature is required for each section as indicated.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Employee Name: _____ Aggie ID: _____

Login ID: _____ Department: _____ E-mail Address: _____ Phone: _____

TEST PROD

SECTION 2: REQUEST DETAILS

Accounts Payable

AP Admin AP-P1 AP-P2 AP-P3

Print Name: _____ Signature: _____ Date: _____

AF Business Officer or FSA must authorize the assignment of security roles.

Aggie Service Center

ASC Support Staff System Admin Service Center Approval Auditor

Print Name: _____ Signature: _____ Date: _____

AF Business Officer or FSA must authorize the assignment of security roles.

Purchasing

Central Purchasing Central Receiving PO Change Purchasing Administrator

Print Name: _____ Signature: _____ Date: _____

Director of Procurement Services must authorize the assignment of security roles.

Sourcing Director

Sourcing Administrator Sourcing Specialist

Print Name: _____ Signature: _____ Date: _____

Director of Procurement Services must authorize the assignment of security roles.

Total Contract Manager

Contract Administrator Contract Approver Contract Manager TCM Administrator

Print Name: _____ Signature: _____ Date: _____

Director of Procurement Services must authorize the assignment of security roles.

Reset