



## AggieMart Role Selection

ROUTING	Aggie Service Center MSC ASC asc@nmsu.edu
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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

- |  |                                     |                                |                                |
|--|-------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> AP Admin          | <input type="checkbox"/> AP-P1      | <input type="checkbox"/> AP-P2 | <input type="checkbox"/> AP-P3 |
| <input type="checkbox"/> AP Wire Transfers | <input type="checkbox"/> AP Vendors |                                |                                |

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

#### Aggie Service Center

- |  |                                       |  |  |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> ASC Support Staff | <input type="checkbox"/> System Admin | <input type="checkbox"/> Service Center Approval | Folders  |
| <input type="checkbox"/> Auditor           |                                       | Units _____                                      | <input type="checkbox"/> Property Accounting           |
|  |                                       | _____  | <input type="checkbox"/> Sponsored Projects Accounting |
|  |                                       | _____  |  |

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Purchasing

- |   |  |                                    |   |
|---|--|------------------------------------|---|
| <input type="checkbox"/> Central Purchasing | <input type="checkbox"/> Central Receiving | <input type="checkbox"/> PO Change | <input type="checkbox"/> Purchasing Administrator |
|---|--|------------------------------------|---|

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

#### Sourcing Director

- |   |  |
|---|--|
| <input type="checkbox"/> Sourcing Administrator | <input type="checkbox"/> Sourcing Specialist |
|---|--|

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

#### Total Contract Manager

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Contract Administrator | <input type="checkbox"/> Contract Approver | <input type="checkbox"/> Contract Manager | <input type="checkbox"/> TCM Administrator |
|---|--|---|--|

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

#### Total Supplier Management

- |                                       |   |                                       |                                   |
|---------------------------------------|---|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> TSM Approver | <input type="checkbox"/> TSM Foreign Reviewer | <input type="checkbox"/> TSM Reviewer | <input type="checkbox"/> TSM View |
|---------------------------------------|---|---------------------------------------|-----------------------------------|

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Reset