



SELECT ONE: NEW USER

CHANGE

Expense Authorization Form

By signing and submitting this application to use the Tufts Temps system, I agree to abide by all Tufts University Human Resource and Purchasing Department policies and procedures with regard to the recruitment and use of temporary labor in the conduct of University business. I also agree to adhere to the Tufts Information Technology Responsible Use Policy as it pertains to accessing, browsing and/or using web based ordering systems such as Tufts Temps.

Per University rules, Tufts Temps authorized users will be able to request temporary help and create requisitions for temporary labor orders on dept id's and projects/grants. All orders will be routed to EAD's or other high dollar approvers per temporary labor approval rules.

Full Name: _____

Department: _____

UTLN (Universal Tufts Login Name): _____

Employee ID: _____

Email: _____

Building/Room: _____

Telephone: _____

Approving Manager: _____

Signature of User: _____ **Date:** _____

Signature of EAD/VP/SrVP: _____ **Date:** _____

Name of Approver if different from EAD/VP/SrVP: _____

Once approved, please send application to:

Human Resources
Attention: Help Desk
TuftsTemps@tufts.edu
200 Boston Avenue
Medford/Somerville Campus