

TSS Use Only
Case #: _____

## Tufts Marketplace/e-Req/e-Check Voucher Application

Access To:    Tufts Marketplace    e-Req    e-Check Voucher

Name: <input style="width: 90%;" type="text"/>	Employee ID: <input style="width: 90%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	Tufts Username (login): <input style="width: 90%;" type="text"/>
Bldg/Room/Dept: <input style="width: 90%;" type="text"/>	Telephone: <input style="width: 90%;" type="text"/>

*List Cost Centers below that need to be added to your profile:*

Dept ID	Project / Grant
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

By signing and submitting this application to use the Tufts Marketplace system, e-Req system and/or the e-Check Voucher, I agree to abide by all Tufts University purchasing and department policies and procedures with regard to the purchasing of goods and services in the conduct of University business in the [Signatory Authority Policy](#). I also agree to adhere to the Tufts Information Technology [Responsibility Use Policy](#) as it pertains to accessing, browsing and/or using web-based ordering systems such as Tufts Marketplace, eReq and e-Check voucher. Per University procurement rules, the authorized users will be able to obtain purchase orders on listed dept id's and grants that are less than \$5,000. Orders that equal or exceed \$5,000 will be routed to Directors of Finance/EADs and Sponsored Programs per University procurement rules. Other approvers based on your school's or division's "ad hoc" approval rules may be added to eReq at the department's discretion.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Employee Signature	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Supervisor Signature	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
EAD Signature (EAD of Employee's Home Dept ID)	Date

*By signing, EAD attests employee can charge the above Department ID(s)*

***Please e-mail completed form to the e-mail address on the right***