



Portland State UNIVERSITY
Contracting and Procurement Services (CAPS)
ePSU Marketplace Access Request and Agreement Form

SECTION 1: User Information. Please provide ALL of the following information:

Name: _____ Department: _____
Odin Username: _____ Phone: _____

SECTION 2: Ship to Address. Please provide the following information:

Building Name and Suite/Room #: _____
Building Street Address: _____
Mail Code: _____

SECTION 3: Expenditure Authorization. Please check one:

__ General User
Expenditure Authorization as provided in PSU Purchasing Card Policy. User must be an Authorized Purchasing Card User.

__ Transfer Cart User
All expenditures require approval of an Authorized Purchasing Card User (setup in ePSU Marketplace) as follows:

Approver Name: _____
Approver Odin Username: _____

If this Transfer Cart User needs the ability to transfer their cart to any Authorized Purchasing Card User with authorization to approve expenditures within ePSU Marketplace, please contact eprocure@pdx.edu.

Grant-funded expenditures must be approved as required by all applicable Sponsored Project Administration policies and procedures.

SECTION 4: Acknowledgment and Agreement.

I have read, understand, and agree to adhere to the ePSU Marketplace Procedure and Guidelines. I further understand any and all uses of a University Purchasing Card in the ePSU Marketplace, are subject to the PSU Purchasing Card Policy. I agree to immediately report violations of the ePSU Marketplace Procedure and Guidelines to eprocure@pdx.edu and violations of the Purchasing Card Policy to pcard@pdx.edu.

User's Signature: _____ Date: _____

User's Printed Name: _____

For initial account authorization or reactivation of a user account, this form must also be signed by your Budget Authority.

Budget Authority's Signature: _____ Date: _____

Budget Authority's Printed Name: _____

Please sign and return this form to eprocure@pdx.edu.

Forms with missing information or signatures cannot be processed and will be returned for completion.

Processing Notes (To be completed by CAPS):

- __ Form is complete and contains appropriate signatures and authorizations
__ User provided access within ePSU Marketplace (email alerts, order summary, order summary edit, checkout)
__ User added to the ePSU eMarketplace User Email Group