

## Delegation of Business Unit Management Tool Administrator Authority – Marketplace, MyPayments, Express Card Applications

Department Name:

PPS Department Number(s):

Department Head Name:

Department Business Officer Name:

I hereby authorize the action below regarding BUMT Administrator(s) to access the Business Unit Management tool to administer the Business Units and roles for this Department.

This delegation requires

- UCLearning Business Unit Management Tool training (webinar or tutorial) which covers the policies and functions of Marketplace, MyPayments, Express Card Transaction application roles and responsibilities
- Authorized employees have executed the UCSD Information Systems Computer/Information use and Security Statement, and fully comply with the requirements as outlined and referenced therein.
- Authorized employees administer the department's Business Unit only as specifically authorized and instructed by the Department Head or Chief Business Administrator through required documentation.
- Abiding by the UC San Diego [Purchasing Code of Ethics](#)

NAME (Last Name, First Name)	Email	Payroll ID

It is the responsibility of the department to notify the employee or affiliate of this delegation and to ensure that they comply with all the requirements associated with the role of BUMT Administrator. This re-delegation will be revoked upon the end of employment or appointment, change of assignment, or for misuse of this designation. **Note** that once a year Integrated Procure-to-Pay Solutions will reach out to you with a list of delegated roles. Please review this list and update roles assigned in the BUMT as necessary, paying close attention to the delegated BUMT Administrator role.

Signature \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Printed Name \_\_\_\_\_

Date

( Department Head or Chief Business Administrator )

Please route completed forms to:

Procurement & Contracts, Attn: Marketplace, MC 0914 **or** send a scanned copy of the form to Procurement & Contracts through *BFSupport* (<https://ask.ucsd.edu>) using the categories Buying Goods and Services; Other Buying Inquiries