

## SDSU ESM "TRANSFER TO CART" (NON-PCC) USER ACCESS REQUEST

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Send completed forms to Accounts Payable (MC 1611, [apcards@mail.sdsu.edu](mailto:apcards@mail.sdsu.edu), or fax x44917)

**Note!** If routing via EchoSign, follow this workflow:

Requestor's email → Supr's email → PCC Holder's email → [apcards@mail.sdsu.edu](mailto:apcards@mail.sdsu.edu) → [procurement@mail.sdsu.edu](mailto:procurement@mail.sdsu.edu) → [bis@mail.sdsu.edu](mailto:bis@mail.sdsu.edu).

To obtain "Transfer to Cart" (non-PCC holder) access to the Campus MarketPlace (ESM) online ordering system, you must agree to comply with the following:

1. When accessing the system, you will use your own account and password and never share your password with anyone.
2. Passwords must be a min. 8 chars, with at least one numeric, one alphabetic, and one special character. Passwords expire every 60 days.

Name (Person requesting an account)	Red ID	SDSU E-Mail Address	Phone
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I, the undersigned, am requesting this account to obtain access to the Campus MarketPlace (ESM) website. I will be placing orders through the ESM website and will transfer the order to a PCC card holder. I have read and understand the conditions set forth and agree to abide by these rules.

Signature of Applicant	Applicant Name (Print)	Department	Date
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Signature of Applicant's Supervisor	Supervisor Name (Print)	Department	Date
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Signature of PCC Holder	PCC Holder Name (Print)	Department	Date
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Signature of Authorizing PCC Coordinator (AP)	PCC Coordinator Name (print)	Date
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Signature of Authorizing ESM Coordinator (CPM)	ESM Coordinator Name (Print)	Date
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Date Received in BIS: \_\_\_\_\_  
 RedID Verified: \_\_\_\_\_

Date Account Created: \_\_\_\_\_  
 Account Created By: \_\_\_\_\_