

New Application

Change



User Application

(Fax to Purchasing x6003)

To place an order using OSCAR you must have a unique Logon Id and password. Your ID on the system will be set up to be the same as your RCS ID. Your Logon connects you to Rensselaer's catalogs and unique pricing structure where applicable.. Please supply us with the following information to become an Online User.

USER INFORMATION:

APPLICANT:

(Print - Full Name)

(Print - Title)

RCS ID:

EMAIL:

(Print - RCS ID)

(Print - Email Address)

DEPARTMENT:

(Print - Department Name)

ADDRESS:

(Print - Campus Address)

CAMPUS PHONE:

FAX #:

(Print - Campus Phone)

(Print - Fax Number)

FOAPAL INFORMATION:

FUND / ORG / ACCOUNT / PROGRAM / ACTIVITY / LOCATION

_____/_____/_____/_____/_____/_____

FINANCIAL APPROVERS

(These individuals must have financial spending authority)

PRIMARY:

(Required)

(Print - Full Name)

(Print - Title)

SECONDARY 1:

(Optional)

(Print - Full Name)

(Print - Title)

SECONDARY 2:

(Optional)

(Print - Full Name)

(Print - Title)

FINANCIAL MANAGER

NAME:

(Print - Full Name)

(Signature)