



PROCUREMENT SERVICES

Purchasing Workflow Setup Request

Last Name	First Name	EmplID
Department	Phone Number	E-mail Address

Purchasing Workflow Roles *(Check only the boxes in the section that applies to your status)*

I do not have signature authority on the budgets listed below. I only need access to enter requisitions.	I am listed as a signature authority for the budgets listed below. I need access to authorize requisitions.	I am a staff member in Sponsored Programs Administration.
<input type="checkbox"/> Req Entry <input type="checkbox"/> Validator	<input type="checkbox"/> Approver 1 <input type="checkbox"/> Approver 2 <i>(budget authority)</i>	<input type="checkbox"/> Approver 3

Route Control Profiles *(List all budgets that you may use when entering a requisition.)*

Business Unit: <i>(Choose one)</i> <input type="checkbox"/> USMPO <i>(Hattiesburg, Stennis)</i> <input type="checkbox"/> USMGC <i>(Gulf Coast)</i> <input type="checkbox"/> USMPP <i>(Physical Plant)</i>					
Department Number (6 digits)			Project/Grant Number (DE and/or GR)		

This request is a: New Entry Change/Update

For Approver access granted by completing the online tutorial, the access code listed at the end of the tutorial must be listed here: _____

A signature authority for the budgets listed above must sign this form as the Department Authorization

Department Authorization: _____ Date _____

Purchasing Authorization: _____ Date _____