# Purchasing Access Request

(Return Completed Form to the Purchasing Department)

If you will be approving requisitions as a budget authority or processing requisitions for purchases made by your department, you will need access to the Purchasing module of Datatel UI. Enter the following information and send this form to Purchasing.

*Required Fields

*Name _____ *Employee ID# _____

*Phone _____ *E-MAIL _____

*Campus / Department _____

*I certify that I have received one of the following types of training:

☐ Have reviewed the Purchasing Website: Have read the Basics of Purchasing and Purchasing Handbook

☐ Attended a Purchasing Training Session **OR** ☐ Will attend the next available Purchasing Training

☐ Attended a Purchasing Training Session and require on-line approval access as Budget Authority.

_____ _____
Signature-Datatel User Date

*I certify that the above named person has received training as indicated.

_____ _____
Signature Budget Authority Date

_____ _____
Print Name Title - Department

*Budget Accounts to be attached to your user ID number (14 digit #):

_____ _____

_____ _____

PURCHASING FAX 223-1902 / QUESTIONS 223-1044

_____

Received-Purchasing: Date_____ Initial_____ Received-IT: Date_____ Initial _____