



User Id & Password Set-Up for Online Office Supply Ordering

Fill out the following information and have your budget authority sign this form.

Name: _____

Email: _____

Phone#: _____

Campus: _____

	GI Account Number	Budget Authority	Budget Authority Email
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Budget Authority Approval

Date

Please fax form to purchasing at (512) 223-1902 to get set up. Your password and user id will be emailed to you. Any questions, contact purchasing at 223-1044 or 223-1041.