

Requester's Name: _____

PS Financial System Distributed Activities

Access will be granted when appropriate training assessment(s) passed, if applicable. Access granted will include the role(s) indicated above and access to view reports/queries in the Reporting Instance.

Check all that apply:

<p><i>If you check U Store, Create Reqs or Receive Purchases you must complete the User Preferences.</i></p> <p><input type="checkbox"/> U Stores Purchasing only Assessment OE0175 or OE0126</p> <ul style="list-style-type: none"> • <i>This should only be checked by individuals who only purchase through U Stores and will have no other responsibilities that will require them to use the Financial PeopleSoft system.</i> <p><input type="checkbox"/> Create Requisitions Assessment OE0126</p> <ul style="list-style-type: none"> • <i>Users with this role cannot also have Procurement Specialist or Vendor Payment access.</i> <p><input type="checkbox"/> Receive Purchases Assessment OE0132</p> <ul style="list-style-type: none"> • <i>List x.500 IDs of people for whom you need to receive purchases in the Backup field below.</i> 	<p><input type="checkbox"/> Travel Auth. & Expense Reimbursement Assessment OE0148</p> <p><input type="checkbox"/> Procurement Card Reconciliation Assessment OE0146</p> <p><input type="checkbox"/> Departmental Deposits Assessment OE0134</p> <p><input type="checkbox"/> Accounts Receivable Monitoring Assessment OE0122</p> <p><input type="checkbox"/> Endowments Assessment OE0136</p>
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U STORES, CREATE REQUISITIONS & RECEIVE PURCHASES USER PREFERENCES:

ALL FIELDS ARE REQUIRED IF U STORES, CREATE REQUISITIONS OR RECEIVE PURCHASES HAS BEEN CHECKED ABOVE		
Procurement Spec. x.500 ID:	Origin:	
Ship to Location (This is a 9 character number beginning with the letter "P" not your work address. Contact your Procurement Specialist for this information if necessary):		
Phone number to be printed on Purchase Orders created by the Requestor:	FAX number to be printed on Purchase Orders created by the Requestor:	
<p>Note: If backups are needed they must meet the criteria below. Each backup must:</p> <ul style="list-style-type: none"> • <i>Be in the same Origin as the requester.</i> • <i>Already have access to Create Requisitions or Purchase from U Stores.</i> <p>List the X.500s of the backup Requestors/Receivers:</p>		
1.	4.	7.
2.	5.	8.
3.	6.	9.

Cluster Director Authorization Signature (required for ALL requests):

CLUSTER DIRECTOR AUTHORIZATION PRINTED NAME:	CLUSTER DIRECTOR SIGNATURE:	
CLUSTER DIRECTOR'S EMAIL ADDRESS:	PHONE NUMBER:	DATE: