

User Name _____ Business Unit _____

Phone _____ Fax _____

Default Location _____

Default Origin AGY

Default Ship To _____

Requisition Authorizations***

- Enter
- Cancel
- Work Approved
- Approve
- Close
- Full Authority

PO Authorizations ***

- Enter
- Cancel
- Work Approved
- Approve
- Close
- Full Authority

*****All requisitions and purchase orders will have a status of "Open" when entered.**

If this requestor is authorized to work on behalf of other requestors, please list below. Attach an additional sheet if necessary

Additional Requestors User is Authorized For

If this Buyer is authorized to work on behalf of other Buyers, please list below. Attach an additional sheet if necessary

Additional Buyers User is Authorized For

Request for Quote Authorizations

- Approve RFQ
- Enter RFQ
- Define Dispatch Vendors
- Hold RFQ
- Close RFQ

Contract Authorizations

- Enter
- Cancel
- Work Approved
- Approve
- Close
- Full Authority

Dollar Authority Reqs _____ PO's _____

For Requestors - who is your first on-line approver? _____

Exempt from Central Purchasing Act? Yes