Purchasing Workflow Setup Request

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>EmplID</th>
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<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Department</td>
<td>Phone Number</td>
<td>E-mail Address</td>
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</tbody>
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Purchasing Workflow Roles  
(Check only the boxes in the section that applies to your status)

- [ ] Req Entry
- [ ] Validator
- [ ] Approver 1
- [ ] Approver 2 (budget authority)
- [ ] Approver 3

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.

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

<table>
<thead>
<tr>
<th>Business Unit: (Choose one)</th>
<th>USMPO (Hattiesburg, Stennis)</th>
<th>USMGC (Gulf Coast)</th>
<th>USMPP (Physical Plant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Number (6 digits)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Project/Grant Number (DE and/or GR)</td>
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</table>

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:  

Purchasing Authorization:  

Date

Revised 2/23/09