

PURCHASING/ACCOUNTS PAYABLE SYSTEM "SECURITY" ACCESS FORM

___ User Creation ___ User Termination ___ User Transfer ___ User Revision (explain) _____ Effective Date _____

User's EmplID: _____ User's Name (Last Name, First Name): _____ User's Department: _____

Contact Person: _____ Phone: _____ Campus Mail Address: _____

Indicate the type(s) of access this user requires. Include all financial organization numbers this user requires access to.

Purchasing: Choose ONE of the following

- ___ Departmental Purchasing Entry
- ___ Departmental Purchasing Approval
- ___ Departmental Purchasing Inquiry

Accounts Payable: Choose ONE of the following

- ___ Departmental Accounts Payable Entry
- ___ Departmental Accounts Payable Approval
- ___ Departmental Accounts Payable Inquiry

For organization numbers: _____ through _____ , _____ through _____ , _____ through _____
and/or individual organization numbers _____

Department must complete this column if Purchasing "Entry" box above is checked	Department must complete this column if Purchasing "Entry" box above is checked	Department must complete this column if Purchasing "Entry" box above is checked	
Requestors: (List default requestor 1 st) MUST have at least one Requestor	Requestor's Location ID	Requestor's Ship-To Location	Requestor's Default Chartfield Spread
(Default)			

➤ As this user's supervisor or the department's authorizing agent, I hereby approve this request for user access privileges.

Name: _____ Signature: _____ Date: _____

Please Print

For Purchasing / Accounts Payable / Information Technology Use Only

Purchasing access authorized by _____ Date _____	Security access established by _____ Date _____
Accounts Payable access authorized by _____ Date _____	For User ID _____

PeopleSoft User Setup Form

On page 1 is the PO/AP Security Access Form. Forward a separate form for each user to Financial Services (fax to 271-2367; mail to “Financial Services – Scott Stuart SCB224M” via campus mail; or eCopy completed and signed PDF form to fsweb@ouhsc.edu).

Once this form is completed and returned the necessary entries will be completed in the required PeopleSoft tables.

When a requisition is entered into Peoplesoft, based on the Requestor’s name, the delivery location will automatically default to the location & Ship-To address the merchandise should be delivered to. The locations with “PO” at the end of the location ID should not be used. PO Box addresses will be used for direct deliveries only.

Requestor(s): Individual(s) requesting the goods/services (not the Entry Individual).
MUST have at least one default Requestor. If Requestor and Creator or if Requestor and Approver are the same individual, please specify.

Ship to: Designated ship to location for vendors (example: SCB 00208)

Location ID: Delivery location address for requestor (example: BSE 00250)

The Location Table will default but can be changed at the time of entry to select an appropriate location for the item/services being ordered.

Default example: Wilson, Jean
SCB 00208 (Default Location ID/Can be changed at time of entry)
BMS 00250 (Default Ship-To Location/Can be changed at time of entry)

Creators: Those individuals who will be entering the Requisitions and Please Pays.
For each of these individuals, please complete the entire form and return it to Purchasing for processing.

Approvers: Those individuals who will be approving the Requisitions and Please Pays.
For each of these individuals, please complete the entire form and return it to Purchasing for processing.

Questions?

Chartfield & Organization	Scott Stuart	ext. 46375
Requestor	Purchasing	325-2811
Location ID	Purchasing	325-2811
Ship to	Purchasing	325-2811