



The University of Georgia

Request for Access to the **PURCHASING STATUS SYSTEM**

Send completed request to:
Annette Evans, Data Custodian
Procurement Office
301 Business Services Building Campus 4223

For Access Services Use Only

New UserID Assigned: _____

UserID and Password

A request should be completed for each person needing access. A newly created User ID is given an expired password which should be changed during the first logon. Passwords for existing User IDs are not affected by the process. The passwords are unique for each individual and cannot be used by other than the owner of the password.

Individual for whom access is being requested

_____		_____	_____
First Name M.I. Last Name	Last 4 digits of SSN	Home Department Number	
_____		_____	
IMS User ID	Phone Number	Preferred Email Address	
(if already assigned)			

List the 12-digit UGA account number(s) for which access is requested. Attach a separate sheet if more space is needed. Terminology such as "All Accounts in Dept. 999" is acceptable.

_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____
Department Head or Other Approval	Date

For Data Custodian Use Only

_____	_____
Data Custodian Approval	Date

Add _____ Co _____ Nat _____ N10 _____