

THIS USER IS: NEW to AP/PO PeopleSoft Access a CHANGE to AP/PO PeopleSoft Access

GENERAL INFORMATION

NAME
OPERATOR ID
E-MAIL ADDRESS
PHONE NUMBER (10-digits)
ENTER ONE DEFAULT BUSINESS UNIT
DEFAULT LOCATION

		Last Name,First Name	
		NT / Network Sign-On ID	
		Required Information	
		Required Information	
KCITY		Required Information	
DEPT:		Required Information	For Accounting/Purchasing Use Only Location Code _____
ADDRESS:			
CITY:			
STATE ZIP:			

DEFAULT MOCODE
DEFAULT PS ACCOUNT
DEFAULT SHIP TO CODE

	Required Information
	Required Information
	Required Information

Fund _____
DeptID _____
Program _____
Class _____
Project _____

RECEIVING INFORMATION

REQUEST AUTHORITY TO DO RECEIVING

Add Delete Not Applicable

REQUISITION INFORMATION

ENTER REQUISITION
MY REQUISITION APPROVER IS

<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Not Applicable

Required, Last Name, First Name & NT ID

APPROVE REQUISITION

Add Delete Not Applicable

If Add or Delete is checked above AND it effects an existing Approver and/or Requisitioner, Please Explain:

FOR INQUIRIES CONCERNING THIS FORM, PLEASE CONTACT:

Printed Name: _____	Required Info
Phone Number: _____	

APPROVED BY:

PRINTED NAME & TITLE

SIGNATURE / DATE

PURCHASING APPROVAL

SIGNATURE / DATE

ASP USE ONLY:

Assigned Route Control _____
Changes Completed By: _____
Date Changes Completed: _____