

Buy A&M Access Request Form

Access Requested for the following Organizations:

TAMU (AM02) Research (AM06) Extension (AM07) TVMDL (AM20)
 TAMU (AM28) Research Foundation (AM99)

Section I: User Information

User Name: _____ Home Organization Code : _____

UIN: _____ E-mail: _____ Office Phone: _____

Job Title: _____

Check one:
 New User Add Access Change Access Expire User as of _____

Default Department: _____ Default Location (subdepartment): _____

(Default Department and Location are required for Basic Purchasing, Department Access, Accounts Payable and Inventory Users)

Default Ship to Address: (optional) _____

Default account: _____

Optional (If supplied, all new documents default account will autofill on all documents)

Section II: Departmental Access Requested (please check appropriate boxes)

Requisitioner		Allow PO Receipts - Receiver		Super User (see note)	
Approver		Shopper-Contract Only		Multi-Org User	✓
Departmental Inquiry		Org Inquiry only			

ORG	Dept	Location	ORG	Dept	Location	ORG	Dept	Location	ORG	Dept	Location

Additional Comments: _____

Section III: Mentor Information

As a mentor, I will provide purchasing module training and assistance for the user. I have reviewed mentor policies and security issues at <http://agrilifeas.tamu.edu/documents/famis-mentor-program.pdf>.

Mentor Name: _____ Mentor E-mail: _____

Mentor Signature: _____ X

Section IV: Approvals

STATEMENT OF RESPONSIBILITY

I understand that I will be in violation of System regulations, State and Federal law if I gain or help others gain unauthorized access to the system. I acknowledge that neither I, nor anyone else, possess the authority to allow anyone to use my I.D. or password. I understand that if I violate System regulations and State and Federal laws by gaining or helping others gain unauthorized access, I will be subject to disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training related to the software provided to me by Texas A&M System Members. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

User (Print name)	Signature and UIN	Date
Unit Head or Delegate (Print name)	Signature and UIN	Date
Debbie Cummings		
AM06 Administration Approval (Print name)	Signature and UIN	Date
Donna Alexander		
AM07 Administration Approval (Print name)	Signature and UIN	Date
Vic Seidel		
AM20 Administration Approval (Print name)	Signature and UIN	Date
AM02 Administration Approval (Print name)		
AM02 Administration Approval (Print name)	Signature and UIN	Date

Other Organizations

Administration Approval (Print name)	Signature and UIN	Date
Administration Approval (Print name)	Signature and UIN	Date

NOTES: Department Access Definitions:

- **Requisitioner:** Has full Department Access rights and can generate all types of requisitions.
- **Allow PO Receipts** Must be checked if user is to do Receiving.
- **Superusers:** Superusers have rights to the entire department or location. The user can then take control of any requisition for the dept/location and work on it. ***Superusers cannot be Approvers.***
- **Approver:** Gives this user approval rights and permission to be on approval paths. Note: ***Approvers will not have requisition creation access.***
- **Contract Shopper:** Can only create release requisitions against master blankets and contracts.
- **Department Inquiry:** Has access to all documents associated with the Departmental access of user.
- **Organization Inquiry:** Has access to see all documents within the Organization.