

Buy A&M Routing Request

This form replaces all current information. An AG-706 access form is required for each departmental user named below.

Part I. Organization Information:

ORG	Department code	Department Name	Location (sub-dept) 'all' or specify	Update	New

Part II. Requisitioners/Receivers

Requisitioners are the individuals entering data for purchases within departments/units and receiving goods and services. ****Requisitioners cannot be Approvers.**

User Default Org adloc - org	Name	UIN

Part III. Mid-level Approvers

Mid-level Approvers can review documents before the Final Approver step. Check a Primary Approver in the P column and Alternate Approvers in the ALT column. There are no substitute Approvers in this system so all listed will receive e-mails for each document. **Approvers cannot be Requisitioners.**

User Default Org adloc - org	Name	UIN	Primary	Alternate

Part IV. Approvers

Approvers are the final department/unit authorization. Check a Primary Approver in the P column and Alternate Approvers in the ALT column. There are no substitute Approvers in this system so all listed will receive e-mails for each document. **Approvers cannot be Requisitioners.**

User Default Org adloc - org	Name	UIN	Primary	Alternate

Part V. Unit Head Approval

Unit Head Approval (please print name)	Signature	Date