



## Request for Access to PeopleSoft Purchasing System

Ordinance 3.20.010 Requisition agent authority.

- A. Each county agency will request access from Mayor’s Financial Administration and the purchasing agent who will act jointly for those employees requiring authorization by their agency to make requests for purchases or other access to the financial and purchasing systems. This request will be made by the agency’s division director or designee.

### Step 1 (To be completed by the division director or designee)

Name of Employee to be setup: \_\_\_\_\_ Phone # \_\_\_\_\_

Email ID: \_\_\_\_\_ Agency: \_\_\_\_\_ Department: \_\_\_\_\_

Check applicable boxes (Note: The system will not allow you to approve your own requisitions):

- User to be set up as a Requester “SLC\_Requester”
- User to be set up as an Approver “SLC\_ePro\_Approver”

List the department name and numbers that the approver will approve. For questions see your Fiscal Manager.

Department Name	Dept. From	Dept. To
<i>Health (example)</i>	<i>2150000000 (example)</i>	<i>2150999999 (example)</i>

List other users the setup person should be able to see and be seen in the system. \_\_\_\_\_

### Approvals

Requesting Agency Division Director or designee (signature) \_\_\_\_\_ Date \_\_\_\_\_

When approved, email this form to Contracts and Procurement ([slco-purchasing@slco.org](mailto:slco-purchasing@slco.org)).

### Step 2 (To be completed by IS Access Team)

Please set up the above person in the PeopleSoft Purchasing system, with the applicable role(s).

- If box for Requester is checked above then add the “SLC\_Requester” role.
- If box for Approver is checked above then add the “SLC\_ePro\_Approver” role.

When completed, send confirmation to Contracts and Procurement ([slco-purchasing@slco.org](mailto:slco-purchasing@slco.org)).

### Step 3

Contracts and Procurement will notify the user when the user is set up and will file this request.

### Fully Completed

By \_\_\_\_\_ Date \_\_\_\_\_