



University of New Orleans

PeopleSoft Requisition Access Request

Employee Information (Security Role Setup)

Name: _____

Title: _____

Employee ID Number: _____

Phone Number: _____

Fax Phone: _____

Email Address: _____

Ship To Location: _____

Authorization to Approve and Budget Check (Dept Head and other signatures are still req'd)

Approve and Budget
Check (YES) (NO) _____

Authorization to Work Requisitions for the Following Individuals (User Preference Setup)

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Employee Name / ID # _____

Supervisor Approval

Name: _____

Title: _____

Signature _____

Date Approved _____

This form is to be completed and emailed to the Purchasing Office (purchasing@uno.edu).