

ePlus Procure+ Web Requisitioning Authorization Request

Department: * Required <input type="text"/>	Common Unit Code: * Required <input type="text"/>	Additional CUC's: <input type="text"/>
User Name * Required	MSUNet ID * Required	Phone * Required
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>

Please select one of the following order authority dollar levels: * Required

- The user names listed above are authorized to submit requisitions/orders to Purchasing and Stores for the Common Unit Code(s) entered above.
- The user names listed above are authorized to place orders to University Stores for up to \$____.00. These orders (including Open Orders) over that amount for the Common Unit Code(s) entered above will require an approval by one of the approvers listed below.
- The user names listed above are authorized to submit requisitions/orders up to \$____.00. Requisitions/orders over that amount for the Common Unit Code(s) entered above will require an approval by one of the approvers listed below.
- The user names listed above are authorized to **ONLY ENTER** requisitions/orders. Requisitions/orders for the Common Unit Code(s) listed above will require an approval by one of the approvers listed below.

Approver Name (list at least two approvers)	MSUNet ID	Phone
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>
Authorized Signature * Required	MSUNet ID	Date (mm/dd/yy)
<input type="text"/>	<input type="text"/> @msu.edu	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Accounting Department Approval & Date * Required

<p>Print and sign this form, then send the original copy to: Accounting Department 360 Administration Building</p>	<p>After Accounting has approved the form, it will be sent to the System Administrator for entry into the system. The individuals listed on the form will receive e-mail notification sent to their MSUNet IDs when they have been added.</p>
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