

Fill out all fields outlined in red. They are necessary to create the eVA profile. If you are requesting to be an approver, please write "Approver" in the Roles field (outlined in blue).

Request Form for eVA User Profile

Name of eVA Security Officer submitting: _____

Phone (Fax) number 3-2574 (3-2920) Email Address fast@gmu.edu

<i>Requestors should fill in all blank fields highlighted in bold print.</i>		
First Name	M	
Last Name	M	
Agency Number and Abbreviation	M	1347 - GMU
E-Mail Address	M	MASON phone number
Phone Number	M	
eMail User Profile		
BuySense Org Name (Dept. Name)	M	
Catalog controller	M	(eVA_eMail, unless otherwise specified)
Delegated Purchase Authority Amt	O	\$1,000.00
Deliver to name	M	
Expenditure Limit	O	Determined by Supervisor – Not to exceed \$1,000.00
Expenditure Limit Approver	O	Jim Russell
Roles: (insert more lines if needed)	O	
Ship to Address – (including building name, room number, MSN, Zip Code)	M	
Supervisor First Name, Last Name &-eVA User ID	M	Rob Sparkman – Supervisor may change internally when login has been completed.
Quick Quote User Profile		
User needs Quick Quote (answer yes/no)	O	
Additional BuySense Orgs to View	O	
VBO User Profile		
User needs VBO (answer yes/no)	O	

This page must be completed in its entirety!

ACKNOWLEDGEMENT

My signature acknowledges that I have read, understood and will adhere to the eVA Acceptable Use Policy. I also acknowledge that I will report violations immediately to the COVA Entity eVA Security Officer, as well as the eVA Global Security Officer at eVAsecurity@dgs.virginia.gov.

eVA User

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Supervisor

Signature: _____

Printed Name: _____

Title: _____

Date: _____

**Banner Liaison
(Finance)**

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Funds/Orgs Authorized to Charge

Funds:	Organizations:

We will NOT process any forms missing the Banner liaison signature. It is the users' responsibility to obtain the approval signatures. Banner liaisons can be found here: https://patriotweb.gmu.edu/gmuhelp/banner_liaisons.html

Users MUST include funds and/or orgs that they will need purchasing authority to.