



**Finance Services**

Email completed form to: [fast@gmu.edu](mailto:fast@gmu.edu)

**eVA User Access Request Form**

**eVA** is the web-based marketplace that supports the Commonwealth’s decentralized purchasing environment. This application allows items to be purchased through an integrated web-based “Punch-Out” catalog or ordered as “Non-Catalog items” identified in a vendor’s independent online or paper catalog. Most purchases will need to be procured directly through eVA or recorded in eVA through the P-Card Allocation process.

New users must submit this form and complete the [on-demand access based training in MasonLEAPS](#) before gaining access. In addition to the required training, the [eVA homepage](#) provides resources and job aids for submitting orders in eVA.

**User Information**

Date eVA Training was completed

Unit and Department

First Name

Last Name

Phone

Email

Level 5 Org(s) the user is authorized to charge. For sponsored and non-sponsored funds, identify the associated Org(s):

Ship to Address

Approval Profile(s): If applicable, provide the name(s) of the current eVA users for whom you will approve requisitions for:

Expenditure Limit (not to exceed \$5,000)

Expenditure Approver

New User Signature

Title

Date

Supervisor Printed Name

Supervisor Title

Supervisor Signature

Date

Banner Liaison (Finance) Printed Name

Title

Banner Liaison Signature

Date

FAST Use Only – Additional comments and/or details