

Request Form for eVA User Profile

Name of eVA Security Officer submitting this form: Rob Sparkman MSN: 3C1

Phone and Fax number: 703-993-2574 (3-2920)

Email Address: fast@gmu.edu

*Necessary fields have been indicated in **BOLD**, these fields are required in order to create an eVA account

*First Name	
*Last Name	
Agency Number and Abbreviation	A247-GMU
*E-mail Address	
*Phone Number	

eMail User Profile

*Buysense Org Name (Dept. Name)	
Catalog Controller	eVA_eMail (unless otherwise specified)
*Deliver to Name	
Expenditure Limit	not to exceed \$5,000.00
Expenditure Limit Approver	
*Roles (Buyer, Approver, etc):	
*Ship to Address: (include building name, room number, MSN, zip code)	
Supervisor First Name, Last Name and eVA User ID	Rob Sparkman – Supervisor may change internally when login has been completed.

Quick Quote User Profile

User needs Quick Quote	
Additional Buysense Orgs to View	

VBO User Profile

User needs VBO	
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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.

Note: The [eVA Acceptable Use Acknowledgement](#) form is located on the Fiscal Services [forms and instructions](#) website.

*All Signatures as well as "Fund/Org Authorized to Charge" are required prior to receiving access to eVA.

*eVA User

Signature: _____

Printed Name: _____

Title: _____

Date: _____

*Supervisor

Signature: _____

Printed Name: _____

Title: _____

Date: _____

*Finance Banner Liaison (Please reference the following list: [Departmental Banner Liaisons](#))

Signature: _____

Printed Name: _____

Title: _____

Date: _____

*Funds/Orgs Authorized to Charge

Fund number(s):

Organization number(s):