

## Request Form for eVA User Profile

Name of eVA Security Officer submitting this form: Rob Sparkman

MSN: 3C1

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

Email Address: fast@gmu.edu

Note: eVA Login Request Form [instructions](#) can be located on the Fiscal Services [forms and instructions](#) website.

* Requestors should fill in all blank fields highlighted in bold print		
<b>*First Name</b>	M	
<b>*Last Name</b>	M	
Agency Number and Abbreviation	M	A247-GMU
<b>*E-mail Address</b>	M	
<b>*Phone Number</b>	M	
eMall User Profile		
<b>*Buysense Org Name (Dept. Name)</b>	M	
Catalog Controller	M	(eVA_eMall, unless otherwise specified)
Delegated Purchase Authority Amount	O	\$1,999.99
<b>*Deliver to Name</b>	M	
Expenditure Limit	O	Determined by Supervisor – Not to exceed \$1,999.99
Expenditure Limit Approver	O	
Roles:	O	
<b>*Ship to Address: (include building name, room number, MSN, zip code)</b>	M	
Supervisor First Name, Last Name and eVA User ID	M	Rob Sparkman – Supervisor may change internally when login has been completed.
Quick Quote User Profile		
User needs Quick Quote	O	
Additional Buysense Orgs to View	O	
VBO User Profile		
User needs VBO	O	

## 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.

### eVA User

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Supervisor

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Banner Liaison (Finance)

\*A list of [Departmental Banner Liaisons](#) is located in patriotweb.gmu.edu

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Funds/Orgs Authorized to Charge

Fund number(s):		Organization number(s):	