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).
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@dvs.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

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<th>Funds:</th>
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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.