

## Request Form for eVA User Profile

The information recorded on this form applies to the **new user submitting this request.**

|   |  |
|---|--|
| <b>First Name</b>   |  |
| <b>Last Name</b>  |  |
| <b>Agency Number and Abbreviation</b>   | A214-LWU                                   |
| <b>E-Mail Address</b>   |  |
| <b>First &amp; last name for the following:</b> <ul style="list-style-type: none"> <li>• eVA Implementation Team Leader</li> <li>• eVA Agency Security Officer</li> </ul> | Jim Simpson<br>John Carroll                |
| <b>Roles</b>  | eVA-Rpt-Hier                               |
| <b>BuySense Org Name (Department Name)</b>  |  |
| <b>Catalog Controller</b>   | A214LC                                     |
| <b>New User's Supervisor</b><br>First and Last Name   |  |
| <b>Ship to Address (Physical Location)</b>  | Building Name: _____<br>Room Number: _____ |
| <b>Deliver-To Name</b>  |  |
| <b>Phone Number</b>   |  |

**I certify that the above named eVA User is authorized to make purchases on behalf of the University. I understand that all purchases placed in eVA, regardless of the dollar amount, require my approval in eVA.**

\_\_\_\_\_  
 Supervisor's Signature

Date \_\_\_\_\_

*Return Completed Form to Denise Hill, Materiel Management, Bristow 219*