

Request for eVA User Profile

First Name	
Last Name	
Agency Number and Abbreviation	A214-LWU
E-Mail Address	
First & last name for the following: <ul style="list-style-type: none"> • eVA Implementation Team Leader • eVA Agency Security Officer 	Jim Simpson John Carroll
Supervisor First Name and Last Name	
Roles	eVA-Rpt-Hier
Buysense Org Name (Department Name)	
Catalog Controller	A214LC
Expenditure Limit (set to \$0.00 unless otherwise specified; maximum amount is \$2,000)	Expenditure Limit \$ _____
Expenditure Approver (approves transactions exceeding expenditure limit)	
Ship to Address (Physical Location)	Building Name: _____ Room Number: _____
Deliver-To Name	
Phone Number	

I certify that the above named eVA User is authorized to make purchases up to the dollar amount specified as the expenditure limit. I understand that any purchase exceeding the expenditure limit amount must have approval of the Expenditure Approver, as specified above.

 Expenditure Approver's Signature

Date _____

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