

# Buy A&M New User Form

## User Information (fields marked with \* are required)

Name\*: \_\_\_\_\_

Login ID (UIN\*): \_\_\_\_\_ Job Title\*: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

## Department Privileges \*

Organization: **AM15- Texas A&M University-Corpus Christi**

Department ID\* : List the 4 or 5 digit department ID for all departments you are responsible for :

\_\_\_\_\_  
\_\_\_\_\_

## Purchasing Rules

Open Market Req Limit: **0.00** Direct Release/RPA Limit: **\$25,000** Direct Open Market: **\$5,000**

## Roles \*

- Basic Purchasing
- Can Open Formal Bids
- Can Create Demand Requisition
- Allow Requisition Item Import
- Allow Contract Import
- Disallow Ad-Hoc Reporting
- Organization Administration ( Security Officers Only)
- Department Access
  - Department Access Role Privilege Type:
  - (A department/location superuser must be a requisitioner) If
  - Department Access user, set up this user as
  - User is an Approver
  - Disallow Ad-Hoc Reporting
  - Allow PO Receipts for Department Access Role
  - Enable Change Order Creation
  - Department Buyer Enabled
  - Allow Requisition Item Import

## Authorization

## Statement of Responsibility

I understand that I will be in violation of System regulations, State and Federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possess the authority to allow anyone to use my I.D. or password. I understand that if I violate System regulations and State and Federal laws by gaining or helping others gain unauthorized access, I will be subject to disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training related to the software provided to me by Texas A&M System Members. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

\_\_\_\_\_  
User Name(Print)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Office(Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FAMIS Security Use Only:**

**User Created By:**

**Date:** \_ / \_ / \_

**Training completed:**  Yes: \_ / \_ / \_  No