

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