



Arizona *BuyWays* DELETE Form

1. Complete and print the form
2. Obtain required original signatures
3. Please send to:
University of Arizona
Procurement & Contracting Services
Attn: Stephanie O'Donnell or Lucy Soriano
University Services Annex (USA) Bldg. 300A 5th Floor
Tucson, Arizona 85721

****PLEASE NOTE: INCOMPLETE FORMS CANNOT BE PROCESSED, ALL FIELDS ARE REQUIRED****
DO NOT FAX FORM, ORIGINAL SIGNATURES REQUIRED

Delete as Requestor _____ Delete as Approver _____ Delete as Both _____ Delete as Liaison _____

User Requestor/Approver Information

First/Last Name (*please print*): _____ UA Net ID: _____

(*NOT EIN #*)

Department Name: _____

Department Number(s) to be deleted: _____

College: _____ Work Ph. #: _____

Liaison's Name (*please print*): _____

Liaison's Signature: _____

Date: _____

Purchasing Use Only:
Recorded by: _____ Date: _____