



## Arizona *BuyWays* Individual Application

1. Complete and print the application
2. **Obtain all required original signatures: User and Liaison**
3. Please mail to:  
University of Arizona  
Procurement & Contracting Services  
Attn: Stephanie O'Donnell or Lucy Soriano  
University Services Annex (USA) Bldg. 300A 5<sup>th</sup> Floor  
Tucson, Arizona 85721

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

\_\_\_ **Requestor** (*Place Orders Only*)      \_\_\_ **Approver** (*Approve Orders Only*)      \*\* \_\_\_ **Requestor & Approver** (*Place & Approve*)

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

*(NOT EID #)*

Email Address: \_\_\_\_\_ Work Ph. #: \_\_\_\_\_

Department Name: \_\_\_\_\_ College: \_\_\_\_\_

**Delivery Address:**

Street Address: \_\_\_\_\_

*(NOT PO Box)*

Building Name: \_\_\_\_\_ Bldg. #: \_\_\_\_\_ Room #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Default Account Number** \_\_\_\_\_ **Default Object Code** \_\_\_\_\_ **Dept#** \_\_\_\_\_

*Is this user required to place tax-exempt orders?*    \_\_\_ *Yes*    \_\_\_ *No*

**\*\*The undersigned understands and agrees that if they hold both roles of Requestor & Approver (*place & Approve Orders*), that they will not approve their own orders. They further understand that if they do approve their own orders, they will lose the right to obtain both roles and be limited to either Requestor or Approver.**

**\*\* Please Note: Person requesting approver access in Arizona *BuyWays* must be an authorized approver in FRS. If person requesting Approver access is not an approver in FRS, please attach a memo from the Director or Department Head authorizing the user to be an approver in Arizona *BuyWays*.**

User's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Liaison's Name (*please print*): \_\_\_\_\_

Liaison's Signature: \_\_\_\_\_ Date: \_\_\_\_\_