



# Arizona *BuyWays*

## Application for Access to Additional Departments

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 REQUIRES**

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

First/Last Name (*please print*): \_\_\_\_\_      UA Net ID: \_\_\_\_\_  
*(NOT EID #)*

Original Department Name: \_\_\_\_\_      Original Dept# \_\_\_\_\_

Additional Department Name: \_\_\_\_\_      Additional Dept# \_\_\_\_\_

Additional Dept Default Account Number \_\_\_\_\_      Additional Dept Default Object Code \_\_\_\_\_

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

List of account numbers from additional department that this user is authorized to use to place orders through Arizona BuyWays:

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

If additional accounts are needed please attach a separate sheet with them listed

\_\_\_\_\_ By initialing I agree to only use the account numbers listed above that have been assigned to me by the additional department liaison.

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

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

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

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

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