

OMNI ePROCUREMENT APPROVER APPLICATION
AUTHORIZATION FORM

**Please Submit This Form To:
Purchasing Security Coordinator
Mail Code: 2370
Fax: 644-8921**

In order to approve requisitions in the OMNI System, the Purchasing Department requires the following information:

1 APPLICANT NAME: _____

OMNI USER NAME: _____

2. OMNI DEPARTMENT ID(S) FOR WHICH YOU WISH TO BE AN APPROVER:

3. CONTACT INFORMATION:

Phone Number: _____ Fax Number: _____

Preferred E-mail address: _____

4. _____

Employee Signature

5. _____

Signature of Dean, Director, Department Head*

****Note: Applications for eProcurement Approval Role must be signed by Dean, Director, or Department Head authorizing the applicant to have this role. An additional Authorization Form must be submitted for any future changes/additions to approval role.***