



## STATE OF ARIZONA ProcureAZ Location Setup and Change Form

**Instructions to State Agencies:** This form is used to setup or change State agency Divisions, Sections, or Units in ProcureAZ. Thoroughly complete this form and have your agency director or assistant director approve this in writing prior to submitting this to your agency ProcureAZ liaison for processing.

### THIS SECTION TO BE COMPLETED BY THE REQUESTOR

Action Requested:                     Add a Location                     Edit an existing Location                     Inactivate a Location

Agency Name and Address:	Name and Address of Division, Section or Unit:
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Requestor's Printed Name: <i>(Please type or print legibly)</i>	Title:
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Requestor's Signature:	Date:
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Telephone:	Email:
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Location Name: *(Please specify Agency Division, Section or Unit)*

Location Code: (Up to five-character abbreviation with no spaces)

Location Default Ship-to Address:	Location Default Bill-to Address:
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Is this location the default location for any existing users?                     Yes    No

If yes, list the users:


When inactivating a location, please list the agency Division, Section or Unit that needs to be inactivated below:

User Location: \_\_\_\_\_

\_\_\_\_\_

### AGENCY SIGNATURE AUTHORIZATION SECTION

Agency Director or Assistant Director's Printed Name:

Agency Director or Assistant Director's Phone Number:	Agency Director or Assistant Director's Email:
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Agency Director or Assistant Director's Signature:	Date:
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