



STATE OF ARIZONA

ProcureAZ User Setup and Change Form

Instructions to State Agencies: This form is used to setup or change State agency **users** 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 User Edit an existing User Inactivate a User

Agency Name and Address: _____ Name and address of Division, Section or Unit: _____

Requestor's Printed Name: *(Please type or print legibly)* _____ Title: _____

Requestor's Signature: _____ Date: _____

Telephone: _____ Email: _____

USER'S LEGAL NAME: First and Last *(Please type or print legibly)* _____

Salutation of User: Mr. Mrs. Other _____

Telephone: _____ Email: _____ Job Title: _____

Is User a Requisitioner? Yes No

Is User an approver of ProcureAZ documents? User is not an approver
 User approves On-contract and off-contract requisitions

Please list who approves the User's ProcureAZ documents and in what order they will be asked to approve:

1st Approver: _____ 2nd Approver _____ 3rd Approver _____

Does the User receive ordered goods or services? Yes No

If editing an existing user, please list the name and address of the User's new Division, Section or Unit below:

If inactivating a user, please list the agency user name(s) and job title(s) below:

User Name(s): _____ Job Title(s): _____

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: _____

Agency Director or Assistant Director's Signature: _____ Date: _____