

ADD A DEPARTMENT/LOCATION ADDRESS

Complete the "Your Data" column to add a Division, Section or Unit from your Agency to ProcureAZ.

* INDICATES A REQUIRED FIELD

*AGENCY NAME		Date:		
*REQUESTOR NAME				
*Indicate requested action:	Add (X)	Edit (X)	Inactivate (X)	Default (X)
Ship-to address				
Bill-to address				
FIELD	EXPLANATION	YOUR DATA		
*LOCATION NAME	Name of this Division, Section or Unit.			
LOCATION CODE	Up to 5 character abbreviation for this Location with no spaces.			
Contact Name				
Address Line 1:				
Address Line 2:				
Address Line 3:				
City:				
State:				
Zip:				
Email:				
Telephone:				
Fax:				
DEFAULT USER LOCATION	Should this Location be the default Location for any existing Users? If so, list the Users.			
USER LOCATION PRIVILEGES	What other users from your Agency (not listed above) should be able to create Releases or Requisitions on behalf of this Location?			
Other:				
AGENCY SIGNATURE AUTHORIZATION SECTION				
Authorized Approver's Printed Name:				
Authorized Approver's Title:				
Authorized Approver's Phone Number:				
Authorized Approver's Email:				
Authorized Approver's Signature:	Date:			