



STATE OF ARIZONA

ProcureAZ Ship-to or Bill-to Address Setup and Change Form

Instructions to State Agencies: This form is used to setup or change State agency **Ship-to or Bill-to Addresses** 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 Ship-to or Bill-to Address
 Edit a Ship-to or Bill-to address
 Inactivate a Ship-to or Bill-to address

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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Ship-to or Bill-to Address: (Circle one)

Contact Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____

State: _____

Zip: _____

Telephone: () _____ - _____

Fax: () _____ - _____

Mobile: () _____ - _____

Email: _____

Is the above Ship-to or Bill-to address the default address of your agency Division, Section, or Unit?
 Yes No

Is the above Ship-to or Bill-to address the default address for any agency users?
 Yes No

If yes, list the agency users who will be under this default address:

Ship-to or Bill-to Address Code: (Up to five-character abbreviation with no spaces)

When inactivating a Ship-to or Bill-to address, please list the address below that needs to be inactivated:

Ship-to Address: _____ Bill-to Address: _____

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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