



Office Supply User Name:

Printed Name

Name Change: *New Office Supply user name:*

Printed Name

Telephone Number Change: *Change telephone number to: (657) 278-*

Cancel Office Supply User Account

The following selections require Division Head (or Designee) signature

Additional ChartField :

Fund - Dept ID - Program - Class

Additional ChartField :

Fund - Dept ID - Program - Class

Additional ChartField :

Fund - Dept ID - Program - Class

Remove ChartField:

Fund - Dept ID - Program - Class

Remove ChartField:

Fund - Dept ID - Program - Class

Approving Official (AO) Change: From Current AO:

To New AO:

If you wish to cancel your Office Supply User access, an Approving Official, College Dean , Division Head or their Designee may send an email to ebusiness@fullerton.edu requesting cancellation. The requestor will receive an email once the Office Supply user access has been cancelled.

Revision Request Approval

Office Supply Account User's Signature:

Date:

I hereby approve the revisions referenced above and certify that they are necessary to accomplish the mission and goals of the department. I understand the commitment of any CSUF ChartField(s) referenced above to all expenditures made on the Office Supply user account associated with the revision request. I certify that the above reference New Approving Official understands and accepts the role and responsibility as described in the prospective program's policy and procedures.

Department Head

Or Administrator Print Name

Title

Signature

Date

Division Head or

Designee Print Name

Title

Signature

Date

Contracts and Procurement Use Only

Completed by:

Completed Date:

Return completed form to: **Contracts and Procurement, CP-300**
Please contact ebusiness@fullerton.edu with any questions.