

BuzzMart Role Request Form

New/Updated BuzzMart access requested for: *

BuzzMart User Information	
Name: *	
Faculty/Staff GT Account: *	
Email Address: *	
Phone Number: *	
Department Name:*	
GL Dept ID Number (1 st three digits of doc ID):*	
Dean Director or Department Head: *	

*Required Items

Indicate the role(s) for which the user should be authorized. If there are more than 5 departments, use the Comments box to list departments to be associated with role.

	Action			ADD Dept ID(s) for Role	REMOVE Dept ID(s) from Role
	Add Role	REMOVE Role	ADD or REMOVE Dept(s)		
Shopper					
Requester					
Spend Authority					
Financial Approver					
Receiver					

Comments:

Submitted by:

Date:

Dean, Director or Department Head Signature

Date