



Complete this form to setup a new BennyBuy Shopper, Requestor, Approver, Delegate Approver or to modify access for an existing user. Questions about access requests and completed forms can be sent to the BennyBuy Help Desk: eprocurement@oregonstate.edu

Contact person submitting this request. This individual will be contacted if there are any issues with the request.

First Name: Last Name: Email:

New User Information. This is the information for the individual you need the permissions and access granted for.

First Name: Last Name: Email:

ONID Username: ID Number:

Department: Business Center:

Employee Type: [ ] Faculty [ ] Staff [ ] Student [ ] Non-OSU Employee [ ] Temp. Job End Date:

\*Requestor or approver roles may not be granted to temporary support staff, student employees, graduate assistants, fellows, unpaid appointments, or volunteers.

BennyBuy Shopper Role

[ ] Add Shopper role. By default, all active OSU employees (with a few exceptions) have BennyBuy Shopper access. Non-employees require prior approval. Signatures below are not required for Shopper access, email completed form to eprocurement@oregonstate.edu

Reason for BennyBuy Access:

[ ] Remove Shopper role.

BennyBuy Approver (Delegate/Substitute Only)

[ ] Add Approver role. Existing Approvers can delegate their BennyBuy authority to another Approver under their profile settings.

[ ] Remove Approver role.

BennyBuy Requestor Role

[ ] Add Requestor role. Requestors can submit carts between \$0 and \$5,000. A security profile is created based on the indexes provided. Existing authorities over each Index listed need to sign this form.

[ ] Remove Requestor role.

Index Codes Indicate Requestor index codes below, for additional codes attach a list of valid Indexes to this request.

## BennyBuy Approver Role

- Level 1** - Approves BennyBuy requisitions and invoices between \$5,000.01 and \$25,000.00  
*\*A new Level 1 approver must have their access form signed by an Individual who currently holds Authority as a Level 2 or 3 approver.*
- Level 2** - Approves BennyBuy requisitions and invoices between \$25,000.01 and \$150,000.00  
*\*A new Level 2 approver must have their access form signed by an Individual who currently holds Authority as a Level 3 approver.*
- Level 3** - Approves BennyBuy requisitions and invoices above \$150,000.00  
*\*A new Level 3 approver must have their access form signed by the highest level authority in each organizational structure.*
- Remove Approver role**

**Approval Queue ID's** Indicate Approver 4 digit queue IDs below. Queue ID's can be looked up in CORE using report FIN0065. (Example: Approval Queue "4100000 QBA Business Affairs" Queue ID = Q01X)

## Assurances and Signatures

*By signing I certify that I am aware of and in compliance with Acceptable Use of University Information, Acceptable Use of University Computing Resources, Information Security Policy and Procedures, FIS and PaCS policies.*

- Acceptable Use of University Information Policy: <http://oregonstate.edu/fa/manuals/gen/university-information>
- Acceptable Use of University Computing Resources Policy: <http://oregonstate.edu/fa/manuals/gen/computing-resources>
- Information Security Policy and Procedures: <http://oregonstate.edu/fa/manuals/is>
- OSU FIS Policy: <http://fa.oregonstate.edu/fis-manual>
- OSU Purchasing Policy: <http://fa.oregonstate.edu/pacs-manual>

### BennyBuy User

Printed Name:

Date:

\_\_\_\_\_  
Signature

### Budget Authority Approval *(Budget Authority Approval based on funding sources listed on Page 1 of this form)*

*I certify that for the indexes identified on this form that I am 1) the fund financial manager; or 2) at the highest level of the organizational structure; or 3) a higher level budget authority approver than the authority level requested in this form.*

Printed Name:

Date:

\_\_\_\_\_  
Signature

### Business Center Manager Approval

Printed Name:

Date:

\_\_\_\_\_  
Signature

Email completed form to [eprocurement@oregonstate.edu](mailto:eprocurement@oregonstate.edu)