

NSU eVA User Profile Data Sheet

PURPOSE: To ensure users are properly established in the eVA (e-Procurement) database utilizing the demographics noted below.

INSTRUCTIONS:

1. Complete and sign this form with either an original handwritten "wet" signature, or a PDF DocuSign secure signature.
2. Please return completed and signed form to askeVA@nsu.edu.

REQUESTING TO (Check One):

ADD eVA USER PROFILE

MODIFY eVA USER PROFILE

USER FULL NAME: _____

DEPARTMENT NAME: _____

BUILDING/SUITE NO: _____

DIRECT OFFICE PHONE NUMBER: _____

NSU EMAIL ADDRESS: _____

CURRENT SUPERVISOR: _____

Please check the appropriate option or answer each question accordingly to ADD or MODIFY an eVA user profile.

1. Will this user be keying, approving, or viewing requisitions in eVA?

KEYING

APPROVING

VIEW ONLY

2. **If you are keying**, does your supervisor or approver of requisitions currently have an eVA profile?

YES – Name of approver: _____ NO – Approver requires eVA setup

3. **If you are approving**, are you being added to the current approver(s) or replacing any approver(s) in your department?

ADDED

REPLACING APPROVER

(Approver being replaced: _____)

4. Are you requesting this access under an active grant?

YES

NO

5. If yes to the above question, under what department will you require access to eVA if external to the department you normally work for? _____

The information provided above is true and accurate to the best of my knowledge.

Requestor Signature

Date

Supervisor/Manager Signature

Date

Procurement Administrator Signature

Date