

NSU eVA User Profile Data Sheet

(Addendum to eVA User Acknowledgment)

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

REQUESTING TO: ADD eVA USER MODIFY USER PROFILE DELETE USER PROFILE

ADD/MODIFY/DELETE USER: _____

DEPARTMENT: _____

BUILDING/SUITE NO.: _____

DIRECT OFFICE PHONE NUMBER: _____

NSU EMAIL ADDRESS: _____

CURRENT SUPERVISOR: _____

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

1. Will this user be keying or approving requisitions in eVA? KEYING APPROVING

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

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

3. If 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? _____

DELETING eVA profile only: Will another user be assigned to access the deleted user's requisitions or purchase orders? (Assigned User's Name: _____)

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

Requestor

Date

Supervisor/Manager

Date

Received by Procurement Administrator

Date