

Request Form for eVA User Profile

The information recorded on this form applies to the **new user submitting this request or a current user with information changes.**

First Name	
Last Name	
Agency Number and Abbreviation	A214-LWU
E-Mail Address	
First & last name for the following: Entity eVA Procurement Director Entity eVA Security Officer Entity eVA Lead	Ryan Ferebee Jason Tinsley Erin Evans
eVA Supervisor	Erin Evans, eVA Lead
Roles	
BuySense Org Name (Department Name)	
Catalog Controller	A214LC
New User's Supervisor First and Last Name	
Ship to Address (Physical Location)	Building Name: _____ Room Number: _____
Deliver-To Name	
Phone Number	
Does the user have a SPCC Card?	
Will this user have an approval role?	
Who will be this user's departmental approver? (Name and eVA ID)	

I certify that the above named eVA User is authorized to make purchases on behalf of the University. I understand that all purchases placed in eVA, regardless of the dollar amount, require my approval in eVA.

Supervisor's Signature

Date _____

Return Completed Form to Erin Evans, Materiel Management, Eason 215A