

PLEASE COMPLETE FORM, AND RETURN BY E-MAIL TO JACQUIE AGNELLO, CONTROLLER'S OFFICE [jaa@niagara.edu](mailto:jaa@niagara.edu)

**COLLEAGUE AND WEB ADVISOR/WEB REQUISITION ACCESS**

I, \_\_\_\_\_, AS BUDGET OFFICER (DEPARTMENT HEAD) FOR  
DEPT ('S) LIST DEPT. NAME AND ACCT. # \_\_\_\_\_

I AM GRANTING THE FOLLOWING ACCESS AND PURCHASING LIMITS FOR WEB REQUISITIONING:

If creating requisitions only, limit is \$0. IF A LIMIT IS INDICATED, AN APPROVER IS REQUIRED. LIST EACH DEPARTMENT ON A SEPARATE LINE.

NAME	COLLEAGUE USER ID	DEPT #	\$ LIMIT	APPROVER

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**NU E-MAIL** \_\_\_\_\_

USE ADDITIONAL PAGES IF NECESSARY.