



# City of Crestview

## New/Update Requisitioner Form

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_\_\_ Purchasing Coordinator

\_\_\_\_\_ Requisitioner

\_\_\_\_\_ Approver

### New to Purchasing/Inventory

\_\_\_\_\_ Has access to Purchasing/Inventory Module in H5

\_\_\_\_\_ Requisitioner

\_\_\_\_\_ Approver

### Established in Purchasing/Inventory

\_\_\_\_\_ Add to previously established account access.

\_\_\_\_\_ Replace previously established account access.

\_\_\_\_\_ Changing access from Requisitioner to Approver. Keep same account number access.

\_\_\_\_\_ Changing access from Requisitioner to Approver. Replace account number access.

### Accounts Requisitioner will need access to:

Range \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Requisitioner will be entering/approving.

\_\_\_\_\_ Requisitions

\_\_\_\_\_ Open PO

\_\_\_\_\_ Stock Requisitions

Department Head Approval \_\_\_\_\_

Finance Approval \_\_\_\_\_