Yo-Mart User Profile Form

Please choose one:

☐ New User  ☐ Change to Existing User  ☐ Terminate User

Name: _______________________________  Email: _______________________________
Phone: ___________________  Banner ID: ________________
Department Name: _____________________________________________________________________
Default Ship-to Address: ___________________________________________________________________

What Role(s) will this user have?
DO NOT LEAVE BLANK

☐ Shopper  ☐ Approver
☐ Requestor  ☐ Receiving Only
☐ P-Card Requestor Only

List the Organization(s) the user will need access to.  Do not list Funds.

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<th>Organization(s)</th>
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FOR APPROVERS ONLY:

Supervisors are delegating authority to the individuals listed on this form to approve on-line requisitions for the above organizations. This responsibility will be performed in accordance with the university's policies and procedures as detailed in the Resource Manual.

User’s Signature: _______________________________  Date: ___________  Phone: ___________

Supervisor’s Printed Name: _______________________________

Supervisor’s Signature: _______________________________  Date: ___________  Phone: ___________