



# Purchasing 2000 Account Set-Up

Submit completed form to: Benjamin Gamboa (or e-mail to [bgamboa@sbccd.cc.ca.us](mailto:bgamboa@sbccd.cc.ca.us))  
San Bernardino Community College District

Change

Delete

Add

Effective Date: \_\_\_\_\_

**Individual Account Set-Up (one person per sheet)**

Is this a new employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Inquiry access (View/Search Requisitions/Purchase Orders)
If new, is this a replacement? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EduReports Access (Expenditure/Budget Reporting)
Who previously held this position: _____	Full      Restricted      No Payroll

Last Name:	First Name:	Middle Initial
------------	-------------	----------------

Department Name:	Department Location:
------------------	----------------------

E-mail Address :

Position Title:	Position Number (Optional):
-----------------	-----------------------------

Program Manager:	Program Name:
------------------	---------------

Account Access:

Will you be approving requisitions?  Yes  No

**Please specify the approval path a requisition would go through within your department**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**For Financial 2000 Administrator Use Only**

Business Manager/Designee Signature:	Date Signed:
--------------------------------------	--------------

User Logon:	Date:	Initials:	HDO#:
-------------	-------	-----------	-------

Position Type:	Security Group(s):
----------------	--------------------

Account Access Group:	Account Access Lookup Group:
-----------------------	------------------------------

Position Approval Rule(s):

Checklist:

Add  Remove e-mail address to F2000 distribution list       Add  Remove e-mail address to F2000 Inquiry user list

Help Desk Request for desktop installation/configuration (HDO # \_\_\_\_\_)

Request for user training