

## Access Request

### User (Employee) Information

Name:		Phone #:	
Title:		Department:	
Email Address:			

### Requester (Supervisor) Information

Name:		Phone #:	
Title:		Department:	
Email Address:			

Dept. User Roles
Contract Initiator
Revenue
Expense
Approver
Revenue
Expense

Other User Roles (Check Any that Apply)
Legal Office
Compliance Office
Signatory (Senior Leadership)
Supply Chain Office
Contracts Administration Office

Supervisor Signature:		Date:	
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After the request is received by the Contracts Administration Office, the User will receive instructions and a link to complete the required trainings. Once the trainings have been completed, you will be notified how to access Ntracts (Contracts Management System).

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*For Contracts Administration Use Only*

<p>Date Initial Request Received: _____</p> <p>Comments:</p>          
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