



E-Procurement Security Form

Please note: An incomplete form may be returned and delay processing.

Date _____ Physical Location _____ Admin # _____

User's Name _____ Email Address _____

Job Title _____ NCID User Login Name _____

Center Approver _____ Job Title/Center Approver _____

(Supervisor Printed/Typed Name) (Supervisor Signature - Date)

Facility New User Request Type

Requisition/Receiver Approver DPS Warehouse Employee Purchasing Agent Inquirer Only

Comments/Notes on Request Type selected above

Ship to Address _____ Ship to Code _____

Add as a Central Receiver? YES NO

Enter Physical Address Address _____ Phone Number _____
City _____ State _____ Zip Code _____

(Division Administrative Printed/Typed Name) (Division Administrative Signature - Date)

To Be Completed By Purchasing & Logistics Procurement Support Section

(Director of Purchasing & Logistics or Designee Printed/Typed Name) (Director of Purchasing & Logistics or Designee Signature - Date)

Return completed form to

**PROCUREMENT SUPPORT SERVICES
NCDPS Purchasing & Logistics
MSC 4227
Raleigh, NC 27699-4227
E-Mail: PLSupport@ncdps.gov**