North Carolina Department of Public Safety

Please note: Form must have all information and required signatures.
An incomplete form will be returned and delay processing

E-Procurement New User Form

E-Procurement New User Request Type Date_____

☐ Requisition/Receiver ☐ Approver ☐ DPS Warehouse Employee ☐ Purchasing Agent ☐ Inquiry Only

For New Approvers Only:

Management Level (Select One):

___0 ___5,000 ___10,000 ___25,000 ___ Unlimited (9999999) Next Approver after you: _____

End-users needing your approval: _____

Facility/Section Name_____ Admin/Loc. # _____

User's Name _____ Email Address _____

Job Title _____ NCID User Login Name _____

E-Procurement Approver _____ NCID User Login Name _____

Ship to Address _____ **Ship to Code** _____

City _____ State NC Zip _____ Phone _____

Add as a Central Receiver Yes No (If yes, list receiving locations below in comment section)

Comments/Notes on Request Type Selected Above:

X_____ _____

(Center Approver or Supervisor Printed Name) **(Center Approver or Supervisor Signature & Date)**

X_____ _____

(Division Administrative Printed Name) **(Division Administrative Signature & Date)**

To Be Completed By Purchasing & Logistics Procurement Support Services

Date entered in EP _____ E-Procurement Action # _____

_____ _____

(E-Procurement Administrator Printed Name) (E-Procurement Administrator Signature & Date)

Return Completed Form To:

PROCUREMENT SUPPORT SERVICES
NCDPS Purchasing & Logistics
MSC 4227 FAX: 919-715-3731
Raleigh, NC 27699-4227
E-Mail: PLSupport@ncdps.gov