

# PROFILE SETUP REQUEST FORM

Office of Procurement & Strategic Sourcing • Texas State University



## INSTRUCTIONS

Complete this form and click the Submit Form button, then click Send in the email that generates to send it to the Office of Procurement & Strategic Sourcing. You may also submit this form by clicking the Print Form button above, completing, & scanning it to purchasing@txstate.edu. For questions, please contact the Office of Procurement & Strategic Sourcing at 5-2521.

## User Information

Name \_\_\_\_\_

Department \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Ship To Location

Please set this as my default Ship To address.

Building \_\_\_\_\_

Room Number \_\_\_\_\_

## Storage Location

Storage Location is where the item will be stored. If you do not know your Storage Location, the Office of Procurement & Strategic Sourcing will determine the correct value for your location.

Please add my storage location to my profile.

My Storage Location \_\_\_\_\_

## Account Codes

Enter the account codes below that you would like to have added to your profile.

In the requisition, these will appear in a drop down box and will allow you to quickly choose account combinations.

Fund \_\_\_\_\_

Cost Center \_\_\_\_\_

Internal Order \_\_\_\_\_

Fund \_\_\_\_\_

Cost Center \_\_\_\_\_

Internal Order \_\_\_\_\_

Fund \_\_\_\_\_

Cost Center \_\_\_\_\_

Internal Order \_\_\_\_\_

Fund \_\_\_\_\_

Cost Center \_\_\_\_\_

Internal Order \_\_\_\_\_

Fund \_\_\_\_\_

Cost Center \_\_\_\_\_

Internal Order \_\_\_\_\_

Fund \_\_\_\_\_

Cost Center \_\_\_\_\_

Internal Order \_\_\_\_\_

Fund \_\_\_\_\_

Cost Center \_\_\_\_\_

Internal Order \_\_\_\_\_

**\*\*Office of Procurement & Strategic Sourcing Use Only\*\***

Date \_\_\_\_\_

Office of Procurement & Strategic Sourcing Signature \_\_\_\_\_