



All of the Following Must Be Completed Prior to an eVA Account Being Issued.

Expenditure Authorization

Anyone serving as approver must have Budget authority for all Budget Codes prior to submitting an eVA Account Request Form.

If Requisitioner:

- Ensure requested Approver already has an eVA Account or has requested one.
- Ensure requested Approver is on the Finance Authorized Signature List for the Budget Codes



Date of Request: _____

eVA User Information

First Name:		Last Name:	
Department:		Title:	
Email Address:		Office Phone:	
Ship to Address: (Default Address for Purchase Order Deliveries)			
Street:			
Building Name:		Room Number:	
City:		St:	Zip:

eVA System Access Privileges

Instructions: Please select the appropriate access needed, which includes whether your account set up will allow you to Approve requisitions, Create requisitions, or both.

		(if not requesting Approver status, leave blank)	
Create Requisitions	Name of Expenditure Approver:		
	Expenditure Approver Email:		

List All Budget Codes for which you need access or approval permissions: (Use Separate Sheet if necessary.)

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By signing below as a Reviewer/Approver, I certify that my electronic signoffs will indicate that the specific goods and services requested are necessary for the University and that the specific goods and services requested are in the best interest of the University.

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BUD Signature

eVA



eVA Acceptable Use Acknowledgement

