



OMNI eProcurement Authorization Form
APPROVER APPLICATION

Please submit this form to:
Purchasing Services Security Coordinator
MC: 2370 Fax: (850) 644-8921
For questions call: (850) 644-6850

In order to approve requisitions in the OMNI System, Purchasing Services requires the following information:

Add Access

Delete Access

Update Access

1. Applicant Name: _____

OMNI User Name: _____

2. OMNI DEPARTMENT ID(S) FOR WHICH YOU WISH TO BE AN APPROVER:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. CONTACT INFORMATION:

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

4. X _____
Employee Signature Date

5. X _____
Signature of Dean, Director, Department Head Date

****Note: If employee is Dean, Director, Department Head the application must be signed by supervisor authorizing the applicant to have this role. An additional Authorization Form must be submitted for any future changes/additions.***