

Missouri State Purchasing System (UBUY) Authorization Form
Missouri State Budget Request System (BUDG) Authorization Form

Account: _____ -- _____ -- _____ Account Name _____

Authorized Signature: _____

NOTE: Unless otherwise noted, anyone designated as REQUISITION ORIGINATOR will have UBUY Budget Inquiry access for this account, and anyone designated as a REQUISITION APPROVER will have UBUY Budget Inquiry and Transfer access for this account. Requisition originators are originators on Budget Request System (BUDG).

REQUISITION ORIGINATORS

An entry is to be completed below for each person who is to be authorized to ORIGINATE a requisition charged to this account, but who is NOT required to approve all requisitions for this account.

Name: _____ Social Security Number: _____

Phoenix ID: _____ Signature: _____ Date: _____

Name: _____ Social Security Number: _____

Phoenix ID: _____ Signature: _____ Date: _____

REQUISITION APPROVERS

An entry is to be completed below for each person who will be REQUIRED to APPROVE ALL requisitions for this account. These individuals will also be authorized to ORIGINATE requisitions charged to this account.

Name: _____ Social Security Number: _____

Phoenix ID: _____ Signature: _____ Date: _____

Note: If this authorization is for approver status on BUDG system only, please check here. _____

Please Do Not Write Below This Line

Authority Record(s) Created: _____/_____/_____ by: _____