E-Procurement New User Request Type

**Requisitioner [ ] Approver [ ] Inquiry Only [ ] Watcher [ ]**

Management Level (Select One): \_\_0 \_\_5,000\_\_ 10,000 \_\_25,000 \_\_\_Unlimited (9999999)

Bureau/Office Name \_ Date:

User’s Name Email Address

Job Title NCID User Login Name

E-Procurement ApproverNCID User Login Name

Ship to AddressShip to Code

City State Zip \_ Phone

Comments/Notes on Request:

# X

(Employee Printed Name) (Employee Signature & Date)

# X

(Supervisor Printed Name) (Supervisor Signature & Date)

# X

(Manager Printed Name) (Manager Signature & Date)

# X

(DOL Purchasing Officer Printed Name) (DOL Purchasing Officer Signature & Date)

**Send Report to the Department’s Purchasing Officer at** [**DOL.Purchasing@labor.nc.gov**](mailto:DOL.Purchasing@labor.nc.gov)

**or 1101 Mail Service Center, Raleigh, NC 27699-1101**