Change in Location or Job Duties:

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 - Describe the Change in Location or Job Duties:

Reason for Deleting User: [ ] Transfer to another Agency [ ] Resigned [ ] Other

User Name: \_ NCID User Login Name:

Email Address: \_ Bureau/Office Name:

If the user will no longer need access to NC E-Procurement, before the employee leaves please have the user log into NC E-Procurement and ensure that all outstanding issues have been resolved. A user can only be deleted when all requisitions/purchase orders are complete. This means all requisitions created by this user must be either ‘Received,’ ‘Canceled,’ or in ‘Ordered’ status with a Quantity of ‘0’ for all line items.

Have All Requisitions and Purchase Orders Been Resolved? [ ] YES [ ] NO

# 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**

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