



OHIO
UNIVERSITY

BobcatBUY Access Request Form

Purpose of form: Request Access to BobcatBUY

Access Information

First Name		Last Name	
Department		Title	
Phone		OHIO Email	

Employee Type

Faculty/Staff Student Employee Temporary Employee

OHIO Employee ID #

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HR Organization (ex.830000 Division of Finance)

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Training Registration

Faculty/Staff: It is recommended that you register for the BCB fundamentals training course for an overview of the standard purchasing process, navigation of the BobcatBUY e-procurement system, and basic functionality for the shopper/requester/approver roles at <https://www.ohio.edu/professional-development>.

Students/Temporary Employees: It is recommended that you complete the BCB fundamentals training course for an overview of the standard purchasing process, navigation of the BobcatBUY e-procurement system, and basic functionality for the shopper/requester/approver roles at <https://www.ohio.edu/professional-development>. You will receive an email when your access has been granted along with instructions to take the online training.

Requested User Role

- Shopper** Default Role for all users. **Note: Student Employees can only have the role of "Shopper" in BobcatBuy and will remain active only through the spring semester. A new BobcatBuy Access Request Form must be submitted each new academic year (If a student works through the summer, please renew at the beginning of summer).**
- Requestor** This role will have the ability to approve and submit requisitions for purchase orders. Reviews and approves orders from shopper up to \$1500.00. Self approves up to \$1500.00

Required Signatures

Sign Here	Signature of Employee ▶	Date ▶
Sign Here	Signature of Dean, Director or Department Head ▶	Date ▶
Sign Here	Signature of Financial Manager ▶	

Return Form To

Office of Information Technology (OIT)	servicedesk@ohio.edu	(740) 593-1222
Department Contact	Email	Phone

OIT use only

Role Assigned

- Shopper
 - Requestor
- Access to BobcatBUY (Date) _____

Sign Here	Signature of OIT Representative ▶	Date ▶
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