



Purchase Control System Security Authorization Form

Minnesota
STATE COLLEGES
& UNIVERSITIES

Name: _____
 (Please Print)

New User Change to an Existing User

Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

Definition of Add and Delete below:

Add = adds the specified right to the user ID **Delete** = removes the specified right from the user

Definition of V below:

V (view) = view only access to the screen

Complete the Cost Center(s) and Campus ID for Rights Identifiers DEPTHEAD and REQNORGN. Cost Center(s) are required but Campus ID is optional.

<u>Business Manager</u>	<u>BUSMGR</u>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0001UG	Institute Parameter Maintenance	PC0002UG	Campus Parameter Maintenance
PC0003UG	Campus Address Maintenance	PC0004UG	User Profile Maintenance
PC0005UG	User Account Maintenance	PC0007UG	Vendor Main
PC0008UG	Vendor Query Profile	PC0009UG	Vendor Notes and Memos
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance data
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info
PC0014UG	User Profile Query	PC0015UG	Contract Header Information Page:1
PC0016UG	PCS:Contract Header Information—Page:2	PC0017UG	Contract Line Item
PC0018UG	Commodity Information	PC0019UG	List of Supplying Vendors
PC0021UG	Contract Query Profile	PC0030UG	Req./ PO Pick List
PC0031UG	PO Header Information—Page:1	PC0034UG	Add PO Memo
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase Order Summary
PC0043UG	Purchase Order LOG File	PC0044UG	Cancel Requisition /PO
PC0048UG	Duplicate Requisition/ PO	PC0060UG	Budget Balance Query for PCS users
PC0150UG	Purchase Order Batch printing		

Department Head

DEPTHEAD
Cost Center(s)

Add Delete

Campus ID

PC0019UG List of Supplying Vendors
 PC0030UG Req./ PO Pick List
 PC0033UG PO Line Item maintenance

PC0021UG Contract Query Profile
 PC0031UG PO Header Information—Page:1
 PC0034UG Add PO Memo

Fax To:
Office of the Chancellor
Voice: 651-917-4733
Fax: 612-626-5450

Purchase Control System Security Authorization Form – Page 2

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 (Please Print)
 Position: _____
 Institution: _____
 Authorized Signature: _____

New User Change to an Existing User
 User ID: _____
 E-Mail Address: _____
 Date: _____

Remarks: _____

PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance Data
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info
PC0015UG	Contract Header Information—Page:1	PC0016UG	PCS:Contract Header Information—Page:2
PC0017UG	Contract Line Item	PC0018UG	Commodity Information
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase order Summary
PC0043UG	Purchase Order LOG file	PC0044UG	Cancel Requisition / PO
PC0048UG	Duplicate Requisition / PO	PC0060UG	Budget Balance Query for PCS users

PO Originator

**REQNORGN
 Cost Center(s)**

Add Delete

Campus ID

Authorize POs?

Yes No
 (050 Status - (030 Status -
 Released to Purch. Dept.) Waiting for Auth.)

PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance Data
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info
PC0015UG	Contract Header Information—Page:1	PC0016UG	PCS:Contract Header Information—Page:2
PC0017UG	Contract Line Item	PC0018UG	Commodity Information
PC0019UG	List of Supplying Vendors	PC0021UG	Contract Query Profile
PC0030UG	Req./ PO Pick List	PC0031UG	PO Header Information—Page:1
PC0033UG	PO Line Item maintenance	PC0034UG	Add PO Memo
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase order Summary
PC0043UG	Purchase Order LOG file	PC0044UG	Cancel Requisition / PO
PC0048UG	Duplicate Requisition / PO	PC0060UG	Budget Balance Query for PCS users

Purchasing Director

PURHEAD

Add Delete

Note: The difference between PURCLERK and PURHEAD is that PURCLERK has the ability to put a PO in 140 Status (Purchasing Director Review) and PURHEAD has the ability to remove it from this status.

PC0001UG	Institute Parameter Maintenance	PC0002UG	Campus Parameter Maintenance
PC0003UG	Campus Address Maintenance	PC0004UG	User Profile Maintenance
PC0005UG	User Account Maintenance	PC0007UG	Vendor Main
PC0008UG	Vendor Query Profile	PC0009UG	Vendor Notes and Memos

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Purchase Control System Security Authorization Form – Page 3

Name: _____ New User Change to an Existing User
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Position: _____ User ID: _____

Institution: _____ E-Mail Address: _____

Authorized Signature: _____ Date: _____

Remarks: _____

Purchasing Supervi	PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance data
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info	
PC0014UG	User Profile Query	PC0015UG	Contract Header Information Page:1	
PC0016UG	PCS:Contract Header Information—Page:2	PC0017UG	Contract Line Item	
PC0018UG	Commodity Information	PC0019UG	List of Supplying Vendors	
PC0021UG	Contract Query Profile	PC0030UG	Req./ PO Pick List	
PC0031UG	PO Header Information—Page:1	PC0034UG	Add PO Memo	
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen	
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase Order Summary	
PC0043UG	Purchase Order LOG File	PC0044UG	Cancel Requisition /PO	
PC0048UG	Duplicate Requisition/ PO	PC0060UG	Budget Balance Query for PCS users	
PC0150UG	Purchase Order Batch printing			

<u>sor</u>		<u>PURSUPVR</u>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0001UG	Institute Parameter Maintenance	PC0002UG	Campus Parameter Maintenance	
PC0003UG	Campus Address Maintenance	PC0004UG	User Profile Maintenance	
PC0005UG	User Account Maintenance	PC0007UG	Vendor Main	
PC0008UG	Vendor Query Profile	PC0009UG	Vendor Notes and Memos	
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance data	
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info	
PC0014UG	User Profile Query	PC0015UG	Contract Header Information Page:1	
PC0016UG	PCS:Contract Header Information—Page:2	PC0017UG	Contract Line Item	
PC0018UG	Commodity Information	PC0019UG	List of Supplying Vendors	
PC0021UG	Contract Query Profile	PC0030UG	Req./ PO Pick List	
PC0031UG	PO Header Information—Page:1	PC0034UG	Add PO Memo	
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen	
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase Order Summary	
PC0043UG	Purchase Order LOG File	PC0044UG	Cancel Requisition /PO	
PC0048UG	Duplicate Requisition/ PO	PC0060UG	Budget Balance Query for PCS users	
PC0150UG	Purchase Order Batch printing			

Purchasing Clerk **PURCLERK** Add Delete

Note: The difference between PURCLERK and PURHEAD is that PURCLERK has the ability to put a PO in 140 Status (Purchasing Director Review) and PURHEAD has the ability to remove it from this status.

PC0001UG	Institute Parameter Maintenance	PC0002UG	Campus Parameter Maintenance
PC0003UG	Campus Address Maintenance	PC0004UG	User Profile Maintenance
PC0005UG	User Account Maintenance	PC0007UG	Vendor Main
PC0008UG	Vendor Query Profile	PC0009UG	Vendor Notes and Memos
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance data
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info
PC0014UG	User Profile Query	PC0015UG	Contract Header Information Page:1
PC0016UG	PCS:Contract Header Information—Page:2	PC0017UG	Contract Line Item
PC0018UG	Commodity Information	PC0019UG	List of Supplying Vendors
PC0021UG	Contract Query Profile	PC0030UG	Req./ PO Pick List
PC0031UG	PO Header Information—Page:1	PC0034UG	Add PO Memo

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Purchase Control System Security Authorization Form – Page 4

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 Institution: _____
 Authorized Signature: _____
 Remarks: _____

New User Change to an Existing User
 User ID: _____
 E-Mail Address: _____
 Date: _____

PCPC0035UG	PO Accounting Information	PC0039UG	PO Process Screen
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase Order Summary
PC0043UG	Purchase Order LOG File	PC0044UG	Cancel Requisition /PO
PC0048UG	Duplicate Requisition/ PO	PC0060UG	Budget Balance Query for PCS users
PC0150UG	Purchase Order Batch printing		

Purchasing Temporary		PURTEMP	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile	
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance Data	
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info	
PC0015UG	Contract Header Information—Page:1	PC0016UG	PCS:Contract Header Information—Page:2	
PC0017UG	Contract Line Item	PC0018UG	Commodity Information	
PC0019UG	List of Supplying Vendors	PC0021UG	Contract Query Profile	
PC0030UG	Req./ PO Pick List	PC0031UG	PO Header Information—Page:1	
PC0033UG	PO Line Item maintenance	PC0034UG	Add PO Memo	
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen	
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase order Summary0043UG	
	Purchase Order LOG file	PC0048UG	Duplicate Requisition / PO	
PC0060UG	Budget Balance Query for PCS users	PC0150UG	Purchase Order Batch Printing	

Purchasing Student Help		PURSHELP	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile	
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance Data	
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info	
PC0015UG	Contract Header Information—Page:1	PC0016UG	PCS:Contract Header Information—Page:2	
PC0017UG	Contract Line Item	PC0018UG	Commodity Information	
PC0019UG	List of Supplying Vendors	PC0021UG	Contract Query Profile	
PC0030UG	Req./ PO Pick List	PC0031UG	PO Header Information—Page:1	
PC0033UG	PO Line Item maintenance	PC0034UG	Add PO Memo	
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen	
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase order Summary	
PC0043UG	Purchase Order LOG file	PC0048UG	Duplicate Requisition / PO	
PC0060UG	Budget Balance Query for PCS users	PC0150UG	Purchase Order Batch printing	

Invoice Matching Clerk		INVMATCH	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile	
PC0009UG	Vendor Notes and Memos	PC0010UG	Vendor Address	
PC0011UG	Vendor Tax & Insurance Data	PC0012UG	Vendor Finance & MMD related	
PC0013UG	Vendor Misc info	PC0030UG	Req./ PO Pick List	
PC0031UG	PO Header Information—Page:1	PC0033UG	PO Line Item maintenance	
PC0034UG	Add PO Memo	PC0035UG	PO Accounting Information	
PC0039UG	PO Process Screen	PC0040UG	List of Memo for a Purchase Order	
PC0042UG	Purchase order Summary	PC0043UG	Purchase Order LOG file	
PC0044UG	Cancel Requisition / PO	PC0060UG	Budget Balance Query for PCS users	

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Purchase Control System Security Authorization Form – Page 5

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 Position: _____
 Institution: _____
 Authorized Signature: _____
 Remarks: _____

New User Change to an Existing User

User ID: _____
 E-Mail Address: _____
 Date: _____

Receiving Clerk		RCVCLERK	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile	
PC0030UG	Req./ PO Pick List	PC0031UG	PO Header Information—Page:1	
PC0033UG	PO Line Item maintenance	PC0034UG	Add PO Memo	
PC0035UG	PO Accounting Information	PC0039UG	PO Process Screen	
PC0040UG	List of Memo for a Purchase Order	PC0042UG	Purchase order Summary	
PC0043UG	Purchase Order LOG file			

Help Desk		HELPDESK	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0001UG	Institute Parameter Maintenance	PC0002UG	Campus Parameter Maintenance	
PC0003UG	Campus Address Maintenance	PC0004UG	User Profile Maintenance	
PC0005UG	User Account Maintenance	PC0007UG	Vendor Main	
PC0008UG	Vendor Query Profile	PC0010UG	Vendor Address	
PC0011UG	Vendor Tax & Insurance data	PC0012UG	Vendor Finance & MMD related	
PC0013UG	Vendor Misc info	PC0014UG	User Profile Query	
PC0015UG	Contract Header Information Page:1	PC0016UG	PCS:Contract Header Information—Page:2	
PC0017UG	Contract Line Item	PC0018UG	Commodity Information	
PC0019UG	List of Supplying Vendors	PC0021UG	Contract Query Profile	
PC0030UG	Req./ PO Pick List	PC0031UG	PO Header Information—Page:1	
PC0034UG	Add PO Memo	PC0035UG	PO Accounting Information	
PC0039UG	PO Process Screen	PC0040UG	List of Memo for a Purchase Order	
PC0042UG	Purchase Order Summary	PC0043UG	Purchase Order LOG File	
PC0044UG	V Cancel Requisition /PO			
PC0048UG	Duplicate Requisition/ PO	PC0060UG	Budget Balance Query for PCS users	
PC0150UG	Purchase Order Batch printing	UT0401UG	Enhancement Response	
UT0403UG	Screen/Report Update Maintenance			

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