

HokieMart Access Request - On Behalf of Requestors

(Return this form to Controllers Office, General Accounting, Postal Code 0312)

Organization # _____

Mail Code _____

On Behalf of Requestors

On Behalf of Requestors				Select One Option		
Name	Userid (PID)	Phone #	VT ID #	New User	Additional Access	Delete Access
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On behalf of requestors are established in HokieMart only. These users are not given access in Banner to funds/orgs. The user will request on behalf of a departmental employee that does have the HokieMart requestor role and update access in Banner finance to the departmental funds/orgs. The HokieMart purchase request (PR) will indicate the “prepared by” and “prepared for” employee names. All email notifications for unauthorized access and non-sufficient funds will be sent to the “prepared for” userid. Some departments will grant this “on-behalf-of” access to graduate students in the department.

Approval: _____

Signed Name
Department Head/Director

Printed Name
Department Head/Director

Date