



# 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.**

Business Manager	BUSMGR	<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**

Add     Delete

Cost Center(s)

**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:**

Metro Region	Northern (Moorhead) Region	Southern (Mankato) Region	Central (St. Cloud) Region
Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-917-4733 Fax: 612-626-5450

# Purchase Control System Security Authorization Form – Page 2

Name: \_\_\_\_\_  
 (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 - Released to Purch. Dept.)    (030 Status - 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

**Fax to:**

<b>Metro Region</b> Voice: 651-201-1442 Fax: 651-917-4731	<b>Northern (Moorhead) Region</b> Voice: 651-201-1442 Fax: 651-917-4731	<b>Southern (Mankato) Region</b> Voice: 651-201-1442 Fax: 651-917-4731	<b>Central (St. Cloud) Region</b> Voice: 651-917-4733 Fax: 612-626-5450
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# Purchase Control System Security Authorization Form – Page 3

Name: \_\_\_\_\_  New User  Change to an Existing User  
 (Please Print)  
 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		

sor		PURSUPVR		<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		<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<b>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.</b>					
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		

Fax to:			
Metro Region	Northern (Moorhead) Region	Southern (Mankato) Region	Central (St. Cloud) Region
Voice: 651-201-1442	Voice: 651-201-1442	Voice: 651-201-1442	Voice: 651-917-4733
Fax: 651-917-4731	Fax: 651-917-4731	Fax: 651-917-4731	Fax: 612-626-5450

# Purchase Control System Security Authorization Form – Page 4

Name: \_\_\_\_\_  
 (Please Print)  
 Position: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

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

PCPC0035UG	PO Process Screen	PO Accounting Information	PC0039UG
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		

<b>Purchasing Temporary</b>		<b>PURTEMP</b>	<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	

<b>Purchasing Student Help</b>		<b>PURSHELP</b>	<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	

<b>Invoice Matching Clerk</b>		<b>INVMATCH</b>	<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	

<b>Receiving Clerk</b>		<b>RCVCLERK</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile	

**Fax to:**

Metro Region	Northern (Moorhead) Region	Southern (Mankato) Region	Central (St. Cloud) Region
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# Purchase Control System Security Authorization Form – Page 5

Name: \_\_\_\_\_  
 (Please Print)  
 Position: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

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

Remarks: \_\_\_\_\_

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		

<b>Help Desk</b>		<b>HELPDESK</b>		<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	<b>V</b> 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				

**Fax to:**

Metro Region	Northern (Moorhead) Region	Southern (Mankato) Region	Central (St. Cloud) Region
Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-917-4733 Fax: 612-626-5450