



## CSUBUY Online Access Request Form

The following Procurement Card holder has attended the CSUBUY training and reviewed the Training Guide, and is requesting access to the CSUBUY online ordering portal.

### I. P-Card User Information *(To be completed by P-card users)*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Dept.: \_\_\_\_\_

Delivery Location *(Building/Room)*: \_\_\_\_\_ Email: \_\_\_\_\_

Did you attend the Training? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, did you view the 1-hour Zoom Training Video? Yes \_\_\_\_\_

I am requesting this account to obtain access to the CSUBUY portal. I agree to receive and process transactions in accordance with CSUDH Procurement policies. I assert that I attended the CSUBUY Training or that I viewed the recorded Zoom Training on the Procurement website.

\_\_\_\_\_  
P-card Holder Signature Date

### II. Transfer Cart *(Non P-card Users Only)*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Dept.: \_\_\_\_\_

Delivery Location *(Building/Room)*: \_\_\_\_\_ Email: \_\_\_\_\_

P-card Holder Name *(Transferring the cart to?)*: \_\_\_\_\_

Did you attend the Training? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, did you view the 1-hour Zoom Training Video? Yes \_\_\_\_\_

I am requesting this account to obtain access to the CSUBUY portal. I will be adding items to my cart and will assign my cart to the P-card holder listed above. I assert that I attended the CSUBUY Training or that I viewed the recorded Zoom Training on the Procurement website.

\_\_\_\_\_  
Non P-card Holder Signature Date

### III. Approval *(P-card Approver Only. Must be Department Head or Fiscal Officer)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept.: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_ Email: \_\_\_\_\_

I am authorizing this user to obtain access to the CSUBUY Marketplace. I understand that I am responsible for all transactions, and shall ensure that they are made in accordance with CSUDH Procurement policies.

\_\_\_\_\_  
Approver Signature Date

Complete and email to Sabrina Rodriguez at [srodriguez@csudh.edu](mailto:srodriguez@csudh.edu). You will then receive a confirming email inviting you to complete your registration on the CSUBUY portal.