



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. You will then receive a confirming email inviting you to complete your registration on the CSUBUY portal.