**MarketPlace New User/Change Access Form**

**New user details**

|  |  |
| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Phone number** |  |
| **Windows UserID e.g. JONE1** |  |
| **This person is already and established MarketPlace User** |  |

**Access required (tick all that apply)**

|  |  |
| --- | --- |
| **Role** | **Function** |
| **Requisitioner** | Raise an order form to request goods/services |
| **Approver** | Approve orders  (We will contact you to confirm the requirements) |
| **Watcher** | Receive a notification email when a certain type of order is sent for approval  (We will contact you to confirm the requirements) |
| **None/Leaver** | This person is leaving the University or leaving my team |
| **Institute(s) required** |  |
| **Date access/change required from** |  |

**Authorisation**

|  |  |
| --- | --- |
| **Name of Line Manager:** |  |
| **Date:** |  |

\*\*\*This form must be sent to [purchasing@worc.ac.uk](mailto:purchasing@worc.ac.uk) by the Line Manager\*\*\*