

Add an Account to UMeNET - For Purchase Orders

Have questions? Contact the UMeNET Help Desk at 305-284-4989

Section A

<b>Department Name</b>	<b>Dept Number</b>	<b>Date</b>
<input type="text"/>	# <input type="text"/> - <input type="text"/>	<input type="text"/>

Section B

<b>Authorized Financial Administrator</b>
Type Name: <input type="text"/> Sign Name: X

Section C

<b>FRS Account Responsible Person (PI)</b>
I <input type="text"/> (account responsible person) authorized the person(s) noted below (in section E) to approve on my behalf all purchase requisitions generated by the UMeNET/Ariba System.
Print Name
Sign Name: X

Section D

<b>Load Type Options:</b> Choose "GLOBAL LOAD" to all accounts owned by person in Section C. Advantage - limits need for paperwork.												
<input type="radio"/> Global Load OR <input type="radio"/> Individual Load (Account numbers are listed below or attached.)												
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
Request to Remove Approver: <input type="text"/> Type Name: <input type="text"/> Type Name: <input type="text"/>												

Section E

<b>Approval Flow</b>	This account may require additional approver(s)	This account may require additional approver(s)																					
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Form Processing

Email: Boyd Bartow (bbartow@miami.edu) or Heidi Tyre (htyre@miami.edu)

Fax: 305-284-3192

Mail: Purchasing Department, Attn UMeNET Data Custodian, Gables One Tower, Suite 1235, Locator Code 2948

