

**DGS ABMS SECURITY
FISCAL SERVICES PROFILE REQUEST**

DGS OFS 1 (Rev 05/2013)

SEND REQUESTS TO:Department of General Services
Office of Fiscal Services
707 Third Street, 9th Floor
West Sacramento, CA 95605
ATTN: Receptionist***Must be completed for all requests. Please submit this completed form to the address above.**

| | | | |
|---|--|------------------------------|---|
| * EMPLOYEE NAME (Full Legal Name) | | * ABMS NUMBER | <input type="checkbox"/> Non-DGS Employee |
| * POSITION NUMBER (Not required for Non DGS Employee) | * CLASSIFICATION TITLE | | |
| * NEED ACCESS FOR OFFICE/BRANCH NAME | * ACCESS FOR AGENCY CODES | * ACCESS FOR REPORTING UNITS | |
| * ACTION (Select One) <input type="checkbox"/> ADD <input type="checkbox"/> DELETE | Complete a separate form when adding and deleting applications at the same time. | | |

ACCESS REQUEST**1. PROJECT ACCESS**

SELECT ONE

- RESD Employee
 Non RESD Employee

SELECT ONLY ONE

- Project Support Project Manager CAM Administrator
 Project Coordinator Project Supervisor

2. INQUIRY ACCESS

- DGS Financial Inquiry & Report

3. PURCHASING – Select one responsibility only

- REQUISITIONER

Complete both items:

1. REQUESTING ON BEHALF OF (DGS OFFICE/BRANCH):

2. PRIMARY REQUISITION APPROVER FOR THIS REQUESTOR:

- BUYER

Complete all three:

1. BUYING ON BEHALF OF (DGS OFFICE/BRANCH):

2. PRIMARY P.O APPROVER FOR THIS BUYER:

3. ATTACH A NEW/REVISED DGS 1 SHOWING THIS BUYER RESPONSIBILITY WITH ORIGINAL SIGNATURES

- APPROVER

Complete all seven:

APPROVAL/RELEASE LIMITATIONS:

1. APPROVING REQUISITIONS AND/OR PROCUREMENT DOCUMENTS ON BEHALF OF (DGS OFFICE/BRANCH):

2. LIST NAMES OF ALL BUYERS AND/OR REQUISITIONERS THAT WILL BE FORWARDING TO THIS APPROVER

NOTE: *The dollar value assigned cannot exceed the Director's delegated authority to the Office Chief.*

3. PO's/CONTRACT DELEGATION SERVICE ORDERS (Approve Standard PO's)

\$

4. CONTRACTS/STD. & INTERAGENCY AGREEMENTS (Approve Blanket Purchase Agreements)

\$

5. RELEASE (ENCUMBER) CONTRACTS/STD. & INTERAGENCY AGREEMENTS. (Approve Blanket Releases)

\$


6. ATTACH A NEW/REVISED DGS 1 SHOWING THIS APPROVER RESPONSIBILITY WITH ORIGINAL SIGNATURES

7. ATTACH A COPY OF THE OFFICE CHIEF'S DELEGATION OF AUTHORITY LETTER SIGNED BY THE DIRECTOR





4. FINANCIAL ACCESS

- DGS P.O. SUPPLIER
 OTHER (Describe Access Requested: _____)

AUTHORIZATION

| | |
|---|------------------|
| * SIGNATURE OF OFFICE/BRANCH CHIEF/DESIGNEE  | DATE |
| * CONTACT PERSON FOR THIS REQUEST | TELEPHONE NUMBER |

OTR/FISCAL SERVICES USE ONLY

| | |
|--|--|
| 1 ST PROJECT APPROVAL BY: (COA)  | 3 RD FINANCIAL-OTHER (SRF)  |
| 2 ND PURCHASING  | 4 TH SYSTEM ADMINISTRATOR APPROVAL (ETS)  |