



New User Set-up and Authorization Form

Western Electronic Purchase Requisition System

Please enter the information that you would like to default automatically onto your requisitions.
This information can be overwritten.

Requester Information

PeopleSoft Login Operator ID	
Requester Name	
Attention to	
Telephone Number	519-661-2111
Telephone Extension	
Fax Number	

Shipping Information

Ship to Location	University of Western Ontario
Building	
Dock Number	
Room Number	
City, Province, Country	London, Ontario, Canada
Postal Code	

Signing Authority

Faculty/Department Name		
Department ID <i>List DEPTID's</i> →		
	From DEPTID	To DEPTID
<i>or specify a range of DEPTID's</i> →		
Dollar Limit		

Approved by

Signature of Dean or Budget Unit Head	
Name	
Title	
Date	