|  |  |  |
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| **New PECOS User Request Form**   |

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| --- |
|  |

 |
| *\*fields are mandatory* |  |
|  |  |  |  |  |
| **Section One - Details of New User**  |  |  |
|  |  |  |  |  |
| Name\* |  |  |
|  |  |  |  |  |
| Email\* |  |  |
|  |  |  |  |  |
| Department\* |   |  |
|  |  |  |  |  |
| Delivery Address\* |   |  |
|  |  |
|  |  |  |  |  |
| Telephone Number\* |   |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Section Two - Configuration for User** |  |
|  |  |  |  |  |
| Role\* (Requisitioner or Approver) |  |
| Date Procurement Demo took place\* |  |  |  |  |
| Date Departmental PECOS training took place\* |  |  |  |  |
| Name of Person who provided Departmental PECOS training\* |   |   |
| Budget codes you require access to\* |   |  |
|  |  |  |  |  |
| **Head of Department Approval to add this new User\*** | Name:  |   |
|  | Dept: |  |
|  | Signature: |  |

Here is the link to your PECOS User guide: <https://www.gcu.ac.uk/__data/assets/word_doc/0030/38289/pecos_user_guide20march202021.docx>