|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New PECOS User Request Form** | | | | | |  | | --- | |  | | | | |
| *\*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>