STATE OF ILLINOIS

CHIEF PROCUREMENT OFFICE GENERAL SERVICES

ACCESS REQUEST FOR THE ILLINOIS PROCUREMENT BULLETIN (IPB)

USER REQUEST:

- ☐ Add User
- ☐ Modify Existing User
- ☐ Delete Existing User

AUTHORIZATION ROLE: (select one)

- ☐ **Creator**: Create Solicitations, Notices, P&A Post Reviews. Can only view/edit their own documents.
- ☐ **Procurement Compliance Monitor (PCM)**: View only capability on all Illinois Source documents. Create Solicitations, Notices, P&A Post Reviews. Can only view/edit their own documents.
- ☐ **Agency Procurement Officer (APO) Group**: For APO designated users only. Create Solicitations, Notices, P&A Post Reviews, SPO Determinations, update financial disclosures, PPB waiver requests. View and edit all of their Agency's documents.
- ☐ **State Purchasing Officer (SPO)**: Create, Update, View, Approval all IPB documents. Publish documents.

SPO jurisdiction over the following agency(s):

USER INFORMATION:

User's Name and Title	
User's Email	
Agency Name	
Address, City, Zip Code	
Phone Number	

Employee / User Signature		Date	
Approving Agency Designee Signature		Date	
CPO or Designee		Date	

Please return this form to the Chief Procurement Office for General Services.

EMAIL: Melena Warren at melena.warren@illinois.gov

REGULAR MAIL: Chief Procurement Office for General Services
401 South Spring Street Suite 712
Springfield, IL 62706