# 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.

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