



DEPARTMENT OF ADMINISTRATION
General Services Agency (GSA)
ACCESS ONBASE

Date:

To: Chief Procurement Officer, General Services Agency
From: Buyer Supervisor II, GSA
Subject: General Services Agency (GSA) Security Authorization Request

Check one of the following: ☐ New User ☐ Delete (old) user ☐ Additional Access

Name: _____
Last First M.I.

Phone Number: _____ Email: _____

AS/400 ID: _____

Dept. No.(s) _____

Please check one of the following:

User Groups:

_____ Bid Clerk

_____ Buyer

_____ Clerk

_____ Supervisor

_____ Others

☐ Approved ☐ Disapproved

Requestor: _____
Department/Agency Head Signature

Claudia S. Acfalle, Chief Procurement Officer (GSA)

Conditions and acceptance of User ID and Password by employee:

The Procurement Access is authorized for the employee's exclusive use and is government property. This access must be safeguarded and protected from unauthorized persons. Use of the ID and Password by other, than the employee is an unauthorized use and could be prosecuted under Guam Law.

Employee Acceptance of Agreement: _____

This form is not to be modified in any manner and is not valid unless presented in original form.