



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY
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ACCESS ONBASE

Date: _____

To: Chief Procurement Officer, General Services Agency

From: _____

Subject: **General Services Agency (GSA) Security Authorization Request**

Check **ONE** of the following **Purpose**:

_____ New User _____ Delete (old) User _____ Additional Access

Name: _____
Last First M.I.

Phone No.: _____ 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, GSA Chief Procurement Officer

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.