

LaGov Security - Purchasing, Contract & Inventory

[Form Instructions](#)

Request for Position Security

Position Number

Holder Personnel #

Start Date

Action

Add

Remove

Position Holder Name

End Date

(change if temp)

Inventory Job Functions

Inventory Plant Access - (list plant numbers requesting access to)

- MM-02 Goods/Services Receiver
- MM-03 Inventory Manager - Enhanced
- MM-04 Inventory Requestor
- MM-05 Inventory Manager - Basic
- MM-06 Requisition Approver Group 1
- MM-07 Requisition Approver Group 2
- MM-08 Requisition Approver Group 3
- WM-01 Warehouse Clerk/Operator
- WM-02 Warehouse Manager
- WM-03 Warehouse Supervisor

Inquiry Only

- FI-01 Financial Inquiry
- LO-01 Logistics Inquiry
- SRM-05 SRM Inquiry

E Procurement (SRM) Job Functions

- SRM-01 Approver (select all that apply)
 - Agency Approver (Non Bid/Contract/Catalog orders - list plants)
 - Asset Accountant Approver (list plants)
 - Ad Hoc Approver (list plants)
 - Commodity Approver (Internal Agency Approver - list commodities)
 - Cost Center Approver (include cost centers)
 - Fiscal Approver (LaGov Services Contracts - list plants)
 - Signature Authority Approver (LaGov Services Contracts - list plants)
- SRM-02 Buyer (includes Requisitioner role)
list plants and address below
- SRM-03 Requisitioner (not required if position is a buyer)
- SRM-04 SUS Reg (includes SRM-02 Buyer role) list plants and address below
- SRM-06 Buyer - Basic
list plants and address below

Requesting Employee's Signature

Authorization to Assign USER ID

Date

Section Head's Signature

Section Head's Title

Date

Date

OFSS Use Only

La Gov Security Administrator or Alternate

Date/Time Submitted