

## CONGA CONTRACTS SYSTEM ACCESS REQUEST FORM: CONTRACT OWNER OR APPROVER

Use this form to request a change in access in Conga Contracts **for a user from a participating central contracting unit (CCU) with a *Contract Owner* role OR a department user with a *Contract Approver* role.**

### Instructions:

All fields of the form below must be completed, and your request must be approved by the appropriate department leader(s). Please attach your completed request form to a ticket submitted via the [UMIT Self-Service Portal](#). Please be sure to select *Application/Software* as the Category, *Other* as the Subcategory, and include "Conga" in the Short Description. You will be notified once changes requested have been completed.

### SECTION A: USER DETAILS

<b>Date of Request:</b>	<b>UM Email:</b>
<b>Name:</b>	<b>CaneID:</b>
<b>Phone:</b>	<b>Employee ID:</b>

Note: You are responsible for obtaining appropriate approval(s) as required for the change(s) being requested prior to submitting this access request form.

### SECTION B: ACCESS REQUEST

**Department: (*Check one*)**

<b><i>Central Contracting Units:</i></b>	<b><i>Departments with Contract Approver Role:</i></b>
<input type="checkbox"/> Contract Administration (Business Services) <input type="checkbox"/> General Counsel <input type="checkbox"/> Purchasing (Academy) <input type="checkbox"/> UHealth Supply Chain Services	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Clinical Engineering  <input type="checkbox"/> CEPD  <input type="checkbox"/> Control  <input type="checkbox"/> Facilities  <input type="checkbox"/> Human Resources  <input type="checkbox"/> Real Estate  <input type="checkbox"/> Office of Technology Transfer (OTT)  <input type="checkbox"/> Office of Research Administration (ORA) </div> <div style="width: 33%;"> <input type="checkbox"/> PCI Compliance  <input type="checkbox"/> Treasury  <input type="checkbox"/> Value Analysis  <input type="checkbox"/> UHealth Information Technology (UHIT)  <input type="checkbox"/> University of Miami Information Technology (UMIT)  <input type="checkbox"/> Other (<i>Please explain</i>): </div> </div>

**Change(s) Requested: (*Check all that apply*)**

<input type="checkbox"/> Add User <input type="checkbox"/> Remove User <input type="checkbox"/> Other ( <i>Please explain</i> ):	<input type="checkbox"/> Change User Role ( <i>ex: Contract Owner, Contract Approver, etc.</i> ) <input type="checkbox"/> Change User Functions ( <i>ex: Contract Admin, Contract Assigner, Procurement 300</i> )
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**Please provide a detailed explanation of the change(s) requested:**

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### SECTION C: APPROVAL(S)

**ADDING A USER Only:** Complete the section below *if adding a user* to Conga Contracts.

#### Dean, VP or Department Chair and Fiscal Officer Approval

<b>Dean, VP or Department Chair:</b>	<b>Fiscal Officer:</b>
<p>I (Print Name) _____            certify that I have appropriate authority to approve this            system access request on behalf of my department.</p> <p>(Signature) _____</p> <p>(Title) _____</p> <p>(Department Name) _____</p> <p>(Date) _____</p>	<p>I (Print Name) _____            certify that I have appropriate authority to approve costs            associated with this system access request on behalf of            my department.</p> <p>(Signature) _____</p> <p>(Title) _____</p> <p>(Department Name) _____</p> <p>(Date) _____</p>

**OTHER CHANGES (To add a user, complete approvals section above):** Complete the section below for all reasons *other than adding a user* to Conga Contracts.

#### Department Leadership Approval

<p>I (Print Name) _____ certify that I approve and have appropriate authority to approve            this system access request on behalf of my department.</p>	
<p>(Signature) _____</p> <p>(Title) _____</p>	<p>(Department Name) _____</p> <p>(Date) _____</p>

#### For Internal Use Only:

☐ Approved OR ☐ Declined

If Declined, Reason for Declining: \_\_\_\_\_

Approved/Declined By: \_\_\_\_\_

Date Approved/Declined: \_\_\_\_\_

Date License Obtained: \_\_\_\_\_

Access Granted By: \_\_\_\_\_

Date Access Granted: \_\_\_\_\_