

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-07 Requisition Approver Group 2 |
| MM-03 Inventory Manager - Enhanced | MM-08 Requisition Approver Group 3 |
| MM-04 Inventory Requestor | MM-11 Req Apvr Grp 5 - MRP to SRM (DPS) |
| MM-05 Inventory Manager - Basic | MM-13 Transfer Pstng - Plnt to Plnt (LDH) |
| MM-06 Requisition Approver Group 1 | MM-14 Customer Mstr Requestor (LDH) |

Inquiry Only

- LO-01 Logistics Inquiry
- SRM-05 SRM Inquiry

- WM-01 Warehouse Clerk/Operator
- WM-02 Warehouse Manager
- WM-03 Warehouse Supervisor

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

Multi-Position P-Group?

Yes
No

Comments / Special Directions

Employee Signature

Date

Agency/Director Appointing Authority Signature

Date

Use of Adobe Signature or a wet signature is permitted for this internal document.