

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)

SRM-02 Buyer (includes Requisitioner role)
list plants and address below

Asset Accountant Approver (list plants)

Ad Hoc Approver (list plants)

SRM-03 Requisitioner (not required if position is a buyer)

Commodity Approver (Internal Agency Approver - list commodities)

SRM-04 SUS Reg (includes SRM-02 Buyer role) list plants
and address below

Cost Center Approver (include cost centers)

Fiscal Approver (LaGov Services Contracts - list plants)

SRM-06 Buyer - Basic
list plants and address below

Signature Authority Approver (LaGov Services Contracts - list plants)

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.