



TODAY'S DATE:

TO: buyWays Administrator

FROM:

SUBJECT: Department Requisitioner(s) & Invoice Handler(s)

By letter of this memorandum, below are the designated Requisitioner(s) and Invoice Handler(s) for **Department**

Users are loaded initially as Shoppers. Please identify the requisitioner(s) and invoice handler(s) for your department.

USERID	FIRST NAME	LAST NAME	Assigned Role (Select from the drop down menu)

This memorandum will be kept on file along with the departmental approval delegation. Refer to [Separation of Financial Administrative Duties](#) to ensure that your department is in compliance.

Click the submit button to send this form via email to cubuyWays@clemson.edu. Please allow 24 – 48 hours to process your request. This form should be submitted by the college business officer.