



# E-Procurement Maintenance Request Form

**Please note: An incomplete form may be returned and delay processing.**

Date \_\_\_\_\_ Physical Location \_\_\_\_\_ Admin # \_\_\_\_\_

User's Name \_\_\_\_\_ Email Address \_\_\_\_\_

Job Title \_\_\_\_\_ NCID User Login Name \_\_\_\_\_

Center Approver \_\_\_\_\_ Job Title/Center Approver \_\_\_\_\_

\_\_\_\_\_  
(Supervisor Printed/Typed Name) Phone #  \_\_\_\_\_  
(Supervisor Signature - Date)

## Request Type

Delete User       Change in Personnel       Change in Job Duties       Other

Comments/Notes on Request Type selected above

Explanation  
Required In  
Comments

**Ship to** Address \_\_\_\_\_ Ship to Code \_\_\_\_\_

Add as a Central Receiver?  YES  NO

**Enter Physical Address** Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
(Division Administrative Printed/Typed Name)

\_\_\_\_\_  
(Division Administrative Signature - Date)

## To Be Completed By Purchasing & Logistics Procurement Support Section

\_\_\_\_\_  
(Director of Purchasing & Logistics or Designee Printed/Typed Name)

\_\_\_\_\_  
(Director of Purchasing & Logistics or Designee Signature - Date)

**Return completed form to PROCUREMENT SUPPORT SERVICES  
NCDPS Purchasing & Logistics  
MSC 4227  
Raleigh, NC 27699-4227  
E-Mail: PLSupport@ncdps.gov**