



## REQUEST FOR SunRISE ACCESS

**New Request**

Purchasing use only: \_\_\_\_ Approver set up in SunRISE

**Changed Dept within ASU**

**Other Changes or cancellation use the Change SunRISE Access Form [http://www.asu.edu/purchasing/pdf/request\\_change\\_IA.pdf](http://www.asu.edu/purchasing/pdf/request_change_IA.pdf)**

**Instructions:**

1. Complete fields in Section 1, 2, 3 & 4. Section 5 is for New Lab discounts only.
2. If you do not have an active ASURITE User ID & PW please have one activated at [www.asu.edu/asurite/](http://www.asu.edu/asurite/) **before** submitting this form.
3. All sections that apply must be completed and approved by the appropriate individual.

**Section 1: Applicant Information (all fields MUST be completed)**

Full Name (Last, First)	ASU Affiliate ID (1XXX – Number found on ASU ID Card)	Date of Request
Email Address	Work Phone Number	ASURITE
Job Title	HR Dept Code	
Department Name	Building Name & Room #	
Applicant Signature		Date Signed

All Information in this Section Is Required

**Section 2: SunRISE Order & Approving Roles/Permissions:**

Requestor (shops only)

Requestor/Coder (shops & codes document with **Agency/Org & Object/SubObject**)

**Agency/Org Approver** (approves requisitions and submits order to Supplier – **must be a signer on accounts in Advantage System**) – **Training is mandatory (see section 3)**

**Admin - (Views Department Transactions Only) – Do not complete section 4 for Admin role**

**NOTE:**

If your department needs an individual to review all department requisitions prior to the Agency/Org approval, please contact the SunRISE team at 7-RISE (7473).

**Section 3: SunRISE TRAINING - Required, please check one.**

	<p>I am requesting the role of <b>Approver</b> and I am aware that <b>SunRISE Training is mandatory</b>. Go to <a href="http://www.asu.edu/hr/training">www.asu.edu/hr/training</a> to schedule a training session.</p> <p>I have registered online for SunRise Training on - <b>Enter date:</b> _____</p>
	<p>I am <b>not</b> requesting the role of <b>Approver</b> but would like to schedule a training session (Highly Recommended). Go to <a href="http://www.asu.edu/hr/training">www.asu.edu/hr/training</a> to schedule a training session.</p>
	<p>I am requesting the role of <b>Requestor or Requestor/Coder</b> and choose not to attend training as I am familiar with on-line shopping. (Online training materials are available at <a href="http://cfo.asu.edu/purchasing-sunrise-help">http://cfo.asu.edu/purchasing-sunrise-help</a> )</p>

**FAX THIS DOCUMENT ELECTRONICALLY TO: 480-223-6232**



## REQUEST FOR SunRISE ACCESS

To Be Completed By Supervisor/Dean/Chair

### **Section 4: Agency/Org(s) to be used and name(s) of individual set up as signer on the account(s) in Advantage.**

Please enter **Agency/Orgs** that this individual will be using to purchase items in the SunRISE system (additional Agency/Orgs may be added later by the end user)

#### **Default Account for Requestor Role**

Agency/Org \_\_\_\_\_

Account Signer Name: \_\_\_\_\_

#### **My default account will mainly be used to purchase:**

**Staples products  
Other products**

Agency/Org \_\_\_\_\_

Agency/Org \_\_\_\_\_

Account Signer Name: \_\_\_\_\_

Account Signer Name: \_\_\_\_\_

### **Section 5: Chemical Lab Management**

#### **New Lab – receive large discounts on Sigma Aldrich products when setting up your new ASU Lab**

**New Lab** (orders supplies and equipment at large discounts for **ASU lab 6 months old or newer** this is available for a 3 month period of time only)

Anticipated Lab Start-Up Date: \_\_\_\_\_

Lab Owner: \_\_\_\_\_

<b>Print Supervisor Name:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	

Note: **An email will be sent to you when your access has been activated.**

Go to <http://cfo.asu.edu/purchasing-sunrise-help> to access the Training documents and Quick Guides we have available on-line.

#### **REMINDER: All departments must have at least one Agency/Org Approver in SunRISE**

##### *SunRISE Administrators Only*

<i>Process</i>	<i>Completed by Initials:</i>	<i>Date Completed</i>	<i>Process</i>	<i>Completed by Initials:</i>	<i>Date Completed</i>
<i>Initial Set-up</i>			<i>Distribution List</i>		
<i>FTP</i>			<i>Verify</i>		

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