CataMart Requestor Form

Name: ______________________________________________________________________

Username: __________________________________________________________________

Department: _________________________________________________________________

WCU 911 Address: _________________________________________________________________

Building/Room #: ___________________________; _________________________________

Phone: _______________________________ Fax: _________________________________

Email: ______________________________________________________________________

Funds (Budgets) you can enter a requisition against:

________ ; ________ ; ________ ; ________ ; ________ ; ________ ; ________ ; ________

**Before you can attend CataMart training you must first obtain a Banner Finance Account by completing the form on the Controller’s Office [https://www.wcu.edu/discover/campus-services-and-operations/controllers-office/index.aspx](https://www.wcu.edu/discover/campus-services-and-operations/controllers-office/index.aspx) Contact Ashley Guffey, Controller’s Office for any information.**

**Return this form to Tamrick Mull; tmull@wcu.edu**

**Purchasing use only:**

- [ ] Banner Finance Account
- [ ] Training Date: ___________________________
- [ ] Authorized User: ___________________________

Signature: ___________________________ Date: ___________________________