

# 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 website at <http://www.wcu.edu/about-wcu/campus-services-and-operations/controllers-office/controllers-office-forms.asp> . Contact Pat Benson, Controller's Office for any information. \*\*

\*\*Return this form to Tamrick Mull; [tmull@wcu.edu](mailto:tmull@wcu.edu) \*\*

---

## **Purchasing use only:**

Banner Finance Account  Training Date: \_\_\_\_\_

Staples Account Setup  Authorized User: \_\_\_\_\_

Email to Authorized User

Signature: \_\_\_\_\_ Date: \_\_\_\_\_