

BMB eBuy+ Authorization Form

Please submit the completed form to Kristin Gearhart, 107 Atlhouse Laboratory

PSU ID Number:	
Name:	
Office Address:	
Email:	
Authorization Limit:	\$ (up to \$4,999.99)

Budgets:

(list all BMB budgets user should have authorization to charge)

By checking this box, you authorize access to all future budgets.

ADVISOR SIGNATURE: _____

IMPORTANT NOTES WHEN PURCHASING IN eBUY

- 1) "Dept Free Space1" field must be completed for each order (simple one/two words describing what you are ordering).
- 2) If you are purchasing on a general fund (1001), please remember to select the appropriate cost center.

Not completing this field will result in your access being revoked.

Access will be removed when a budget is low on funding or closing.