



Online Purchasing Password Request Form

This form is for **IB and MCB faculty members** to submit passwords for use with the BDS Online Purchasing System (<https://biology.berkeley.edu/internal/purchasing/>). You may also use this form to request a change of passwords. Login instructions including usernames will be mailed to you once we receive your form.

Each PI selects two passwords, one for **general** use and one to **approve** orders. The general password allows users to add orders, edit them, and view their status. The approval password allows users to approve orders for the lab in addition to adding, editing and checking status. The purchasing staff will not place any orders until they have been approved. Since the approval password takes the place of the faculty member's signature on an order form, it should only be known by the PI and any person(s) in the lab with the authority to sign for orders. Be very careful about who you give these passwords to, and feel free to change the passwords whenever you feel it is necessary.

Please return this form to: BDS Computer Support **Call 643-5294 for questions**
549 LSA #3200 **or send email to**
Berkeley, CA 94720 **it@bds.berkeley.edu**

Please check one: **New Password Request** **Change Password Request**

Name _____ **E-mail Address** _____
(for sending a confirmation message)

General Password

(For Adding and Checking Status- orders will require approval before being placed)

(Include at least one non-alphabetic character)

Approval Password

(For Adding, Checking Status, and Approving)

(Include at least one non-alphabetic character)

Faculty Members Signature

Date