

Department of Administration
Purchasing Division
Surplus Property Unit
2700 Charles Avenue
Dunbar, WV 25064
Telephone 304-766-2626
Fax 304-766-2657

Before this report can be processed, the user must have:

<u>STEP</u>	<u>Action</u>	<u>Contact</u>
1.	'WVFIMS' option on your TPX menu.	Your agency's TPX Coordinator
2.	'TSO' option on your TPX menu (to run reports).	Your agency's TPX Coordinator
3.	'Fixed Asset System' option on your WVFIMS menu.	Denise Russe, I S & C
4.	Complete this form and mail to:	Pam Jarrell (address above)

WVFIMS Fixed Asset System Access Form

(One form per user)

Please.... Add____ Modify____ Delete____ the following user profile

Agency Name: _____

User ID: _____ User Org Number: _____ Extended Org: _____

First Name: _____ Last Name: _____

User Phone: _____ Ext: _____

PAS Number: _____ Box Number: _____

Prime Time Jobs: _____ Printer ID: _____

Please provide access for the above named individual to perform the following inventory/retirement functions on the WVFIMS Fixed Asset System for the named agency: (Please circle all that apply)

1. Inquire 2. Add 3. Modify 4. Delete 5. Approve *6. Run TSO Reports

Requesting Agency Approval

Agency Authorized Signature: _____ Title: _____

Telephone Number: _____ Date: _____

*'Main Frame Access Request Form' must be completed and turned in to IS&C.