

WB MASON USER FORM

TODAY'S DATE

Contact: Amanda Vasquez	
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Phone: 202 885-3813

REQUESTED START DATE

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PLEASE CHECK ONE: <input type="checkbox"/> ADD A NEW BUYER <input type="checkbox"/> DELETE AN EXISTING BUYER

USER INFORMATION

Please complete all items:

- Company Name
- User Name
- User Phone Number
- User Fax Number
- User E-Mail
- Department Name
- Shipto Building Name
- Street address, city & zipcode
- Floor, Suite, and/or Room Number
(If additional addresses are needed, enter here)
- General Ledger/Cost Center Number(s) for placing orders
Note: If additional space for cost centers is needed, please attach a separate piece of paper.

American University

APPROVAL INFORMATION IF REQUIRED

- Dept Head
- Dept Head's phone number
- Dept Head's email address
- Send for approval when the order exceeds: \$
(Routing for Approval is Optional)
- Dept Head Signature

N/A



** PLEASE EMAILTHE COMPLETED FORM TO Amandav@american.edu **