



Agency Administrator		
Vendor Payment Related Data in Enterprise Reporting Standard Reports and Web Intelligence		
AGENCY #: _____		
AGENCY NAME: _____		
<i>The person in Box 1 is designated as Agency Administrator to approve or deny access by agency staff to vendor payment related data in Enterprise Reporting Standard Reports and Web Intelligence that is not owned by this agency. http://ofm.wa.gov/resources/data_access/DA_Access_Levels_Groups.xlsx</i>		
Box 1 - AGENCY ADMINISTRATOR:		
<input type="checkbox"/> Add	Printed Name: _____	Phone # w/area code: _____
<input type="checkbox"/> Delete	Email: _____	
Signature: _____		Date: _____
<i>The person in Box 2 is the agency's director or director's designee and by signing is granting the person in Box 1 the authority to approve or deny access by agency staff to vendor payment related data in Enterprise Reporting Standard Reports and Web Intelligence that is not owned by this agency.</i>		
Box 2 - APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:		
Signature: _____		Phone # w/area code: _____
Printed Name: _____		
Title: _____		Date: _____
Send original form to:	Washington Technology Solutions ATTN: Enterprise Reporting PO Box 41433 Olympia, WA 98504-1433	
WaTech USE ONLY		
System security changes made by: _____		Date _____