

**DGS ABMS SECURITY  
FISCAL SERVICES PROFILE REQUEST**

FORM FS-1 (Rev 05/2013)

**SEND REQUESTS TO:**

Department of General Services  
Office of Fiscal Services  
707 Third Street, 9<sup>th</sup> Floor  
West Sacramento, CA 95605  
ATTN: Receptionist

**\*Must be completed for all requests. Please submit this completed form to the address above.**

* EMPLOYEE NAME (Full Legal Name) Michael Nearman		* ABMS NUMBER 9944	<input type="checkbox"/> Non-DGS Employee
* POSITION NUMBER (Not required for Non DGS Employee) 306-200-7500-002	* CLASSIFICATION TITLE Deputy Executive Director		
* NEED ACCESS FOR OFFICE/BRANCH NAME BSC	* ACCESS FOR AGENCY CODES 12001-12301	* ACCESS FOR REPORTING UNITS 200-201	
* ACTION (Select One) <input type="checkbox"/> ADD <input type="checkbox"/> DELETE    Complete a separate form when adding and deleting applications at the same time.			

**ACCESS REQUEST**

**1. PROJECT ACCESS**

SELECT ONE <input type="checkbox"/> RESD Employee <input checked="" type="checkbox"/> Non RESD Employee	SELECT ONLY ONE <input type="checkbox"/> Project Support <input type="checkbox"/> Project Coordinator	<input type="checkbox"/> Project Manager <input type="checkbox"/> Project Supervisor	<input type="checkbox"/> CAM Administrator
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**2. INQUIRY ACCESS**

DGS Financial Inquiry & Report

**3. PURCHASING – Select one responsibility only**

<input type="checkbox"/> REQUISITIONER Complete both items:	1. REQUESTING ON BEHALF OF (DGS OFFICE/BRANCH): BSC	2. PRIMARY REQUISITION APPROVER FOR THIS REQUESTOR:
<input type="checkbox"/> BUYER Complete all three:	1. BUYING ON BEHALF OF (DGS OFFICE/BRANCH):	2. PRIMARY P.O APPROVER FOR THIS BUYER:
<input checked="" type="checkbox"/> APPROVER Complete all seven:	3. ATTACH A NEW/REVISED DGS 1 SHOWING THIS BUYER RESPONSIBILITY WITH ORIGINAL SIGNATURES	
	APPROVAL/RELEASE LIMITATIONS:	
	1. APPROVING REQUISITIONS AND/OR PROCUREMENT DOCUMENTS ON BEHALF OF (DGS OFFICE/BRANCH): <i>CBSC</i>	
	2. LIST NAMES OF ALL BUYERS AND/OR REQUISITIONERS THAT WILL BE FORWARDING TO THIS APPROVER <i>Leann de la Motte</i>	
	NOTE: The dollar value assigned cannot exceed the Director's delegated authority to the Office Chief.	
	3. PO's/CONTRACT DELEGATION SERVICE ORDERS (Approve Standard PO's)	\$ <i>2000</i>
	4. CONTRACTS/STD. & INTERAGENCY AGREEMENTS (Approve Blanket Purchase Agreements)	\$
	5. RELEASE (ENCUMBER) CONTRACTS/STD. & INTERAGENCY AGREEMENTS. (Approve Blanket Releases)	\$
	6. ATTACH A NEW/REVISED DGS 1 SHOWING THIS APPROVER RESPONSIBILITY WITH ORIGINAL SIGNATURES	
	7. ATTACH A COPY OF THE OFFICE CHIEF'S DELEGATION OF AUTHORITY LETTER SIGNED BY THE DIRECTOR	

**4. FINANCIAL ACCESS**

DGS P.O. SUPPLIER  
 OTHER (Describe Access Requested):

**AUTHORIZATION**

* SIGNATURE OF OFFICE/BRANCH CHIEF/DESIGNEE <i>[Signature]</i>	DATE 9-4-15
* CONTACT PERSON FOR THIS REQUEST Katrina Benny	TELEPHONE NUMBER (916) 263-1350

**OTR/FISCAL SERVICES USE ONLY**

1 <sup>ST</sup> PROJECT APPROVAL BY: (COA) <i>[Signature]</i>	3 <sup>RD</sup> FINANCIAL-OTHER (SRF) <i>[Signature]</i>
2 <sup>ND</sup> PURCHASING <i>[Signature]</i>	4 <sup>TH</sup> SYSTEM ADMINISTRATOR APPROVAL (ETS) <i>[Signature]</i>