



PURCHASING OFFICE

PROFTECH Staples Link Access Request Form

By completing this form, Procurement will grant access to authorized designated full-time staff to purchase office supplies for their department online through Proftech. Please have this form signed by your department head and return it to Procurement via email: purchasing@bcc.cuny.edu and nelda.alvarez@bcc.cuny.edu

All information below must be provided in order to process your request:

Requester's Name

Employee ID#

Email Address

Department Name

College Division

REQUESTER'S
SIGNATURE

Dept. Head's Name

DEPT. HEAD'S
SIGNATURE

User added to Proftech system by Procurement
Director

Signature

Copy Sent to Division Administrator ()

*Date*_____

Division Administrators

President's Office/**Amirah Cousins**

Academic Affairs/**Bibi Yusuf-Moore**

Student Success/**Linda. S. McKernan**

Administration and Finance/**Katherine Paez**

Advancement, Communications and External Relations/**Sabrina Cyphers**