



## Procurement Services

### **Year-End Workday Requisition Access Request Form**

**This form is for emergency procurement of Goods and/or Services during the Year-End close-out process only**

Division Name: \_\_\_\_\_ *(Do not use Abbreviations)*

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Access Request Justification: \_\_\_\_\_

---

---

---

Requisitioner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cost Center Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Vice President Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please note that this form must be signed by the Requisitioner, Cost Center Manager, and VP of area in order for Procurement to process a request to grant access to Workday after the June 17, 2026 deadline.**