



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 (formerly StaplesLink). Please have this form signed by your department head and return it to Purchasing via e-mail: purchasing@bcc.cuny.edu and anjanette.antonio@bcc.cuny.edu.

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

Requester's Name	<input type="text"/>
Employee ID#	<input type="text"/>
Email Address	<input type="text"/>
Department Name	<input type="text"/>
College Division	<input type="text"/>
REQUESTER'S SIGNATURE	<input type="text"/>
Dept. Head's Name	<input type="text"/>
DEPT. HEAD'S SIGNATURE	<input type="text"/>

User added to Proftech system by Procurement _____
Director *Signature*

Copy Sent to Division Agent () *Date* _____

- Division Agents
- | | |
|--|--|
| President's Office/ Amirah Cousins | Academic Affairs/ Bibi Yusuf-Moore |
| Student Success/ Linda. S. McKernan | Administration and Finance/ Alyce Zimmerman |
| Advancement, Communications and External Relations/ Sabrina Cyphers | |