



STATE OF ILLINOIS  
CHIEF PROCUREMENT OFFICE GENERAL SERVICES

ACCESS REQUEST FOR THE ILLINOIS PROCUREMENT BULLETIN (IPB)

- USER REQUEST:**  Add User  
 Modify Existing User  
 Delete Existing User

**AUTHORIZATION ROLE: (select one)**

- Creator:** Create Solicitations, Notices, P&A Post Reviews. Can only view/edit their own documents.
- Procurement Compliance Monitor (PCM):** View only capability on all Illinois Source documents. Create Solicitations, Notices, P&A Post Reviews. Can only view/edit their own documents.
- Agency Procurement Officer (APO) Group:** For APO designated users only. Create Solicitations, Notices, P&A Post Reviews, SPO Determinations, update financial disclosures, PPB waiver requests. View and edit all of their Agency's documents.
- State Purchasing Officer (SPO):** Create, Update, View, Approval all IPB documents. Publish documents.  
 SPO jurisdiction over the following agency(s):

**USER INFORMATION:**

User's Name and Title

User's Email

Agency Name

Address, City, Zip Code

Phone Number

|                                     |                      |      |                      |
|-------------------------------------|----------------------|------|----------------------|
| Employee / User Signature           | <input type="text"/> | Date | <input type="text"/> |
| Approving Agency Designee Signature | <input type="text"/> | Date | <input type="text"/> |
| CPO or Designee                     | <input type="text"/> | Date | <input type="text"/> |

Please return this form to the Chief Procurement Office for General Services.

EMAIL: Dianne Richman at Dianne.Richman@illinois.gov

REGULAR MAIL: Chief Procurement Office for General Services  
300 W. Jefferson Street, Suite 202B  
Springfield, IL 62702