



## MAGIC SHOPPING CART REQUEST FORM

Please complete the table below to identify persons responsible for requisition processes in your program office. The Office of Budget will review requested cost centers for accuracy, and the Office of Technology and Strategic Services (OTSS), and DFA will assign MAGIC security rights and roles (below) to each person listed to authorize approval of the routing of a Shopping Cart request to the Office of Procurement for processing of a purchase order (PO).

**Requester:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

Program Office	Cost Center (s)	SRM Requisitioner(s) Name	*SRM Approver (if applicable)	SRM Manager (Final Approver)

*\*Not required – An SRM Approver can be the final approval if assigned.*

\_\_\_\_\_  
Bureau or Above Signature Date

\_\_\_\_\_  
Budget Authorized Staff Date

\_\_\_\_\_  
OTSS Staff Request Processing Date

***\*Final Signed Document will be returned to Requester***