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|  | STATE OF ILLINOIS **CHIEF PROCUREMENT OFFICE**  **ILLINOIS PROCUREMENT GATEWAY REQUEST FOR ACCESS** |

New User  Delete User  Modify User Reason for Delete or Modify

I, (employee name) require access to the Illinois Procurement Gateway (IPG) in order to perform my official duties as they relate to procurement on behalf of (Agency/University name). I hereby acknowledge that the IPG contains social security, numbers, tax information, and other information that is confidential in nature and cannot be used for any purpose other than those required in the performance of my official duties. I further agree that, upon my termination of my employment, I shall not retain copies, notes or abstracts of the forgoing. I acknowledge that I am bound by the Identity Protection Act, 5 ILCS 179/1 *et. seq.*, and by my Agency’s Identity Protection Policy established pursuant to the Identity Protection Act. I further acknowledge that improper dissemination of confidential information contained in the IPG may subject me to discipline, up to and including discharge, and may potentially subject me to criminal liability.

Employee Name:

Title:

Employee Signature: Date:

Agency/University: Bureau/Department:

Street Address:

City: Zip Code:

Phone #: Fax #:

Email Address:

(Signature) (Date)

(Printed Name)

Agency Head / University Purchasing Director

(Signature) (Date)

(Printed Name)

Chief Procurement Officer or Designee

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| **Please return completed form to:** | Chief Procurement Office  Attn: Illinois Procurement Gateway  513 Stratton Office Building, Springfield, IL 62706  Email: [eec.ipg@illinois.gov](mailto:eec.ipg@illinois.gov) |

Access given as:  View Only  Reviewer  Administrator

(Signature) (Date)

(Printed Name)

(IPG Administrator)

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