



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskin

Director Edward Armstrong

ARBuy Department/Location/Address Authorization

- ADD NEW ORG/DEPARTMENT/LOCATION/ADDRESS**
- CHANGE AN EXISTING ORG/DEPARTMENT/LOCATION/ADDRESS**
- DELETE AN EXISTING ORG/DEPARTMENT/LOCATION**

1. Name of Requester: _____

2. Title of Requester: _____

3. State Organization, Dept, & Location: _____

4. Requester Phone: _____ Requester Email: _____

5. Reason for New/Edited/Deleted Dept/Location/Address: _____

Submitting this Form & Next Steps:

- The Organization's Security Liaison must confirm all necessary AASIS adjustments are completed prior to submitting this request.
- The Liaison must submit this form to ARBuySupport@Arkansas.gov.
- The Requester will be contacted by an ARBuy Administrator to set a meeting to discuss the addition/changes.

Questions about this form or ARBuy Organizations/Departments/Locations/Addresses?

Contact ARBuy Support at ARBuySupport@Arkansas.gov or 501-682-8888.