

**SCHOOL SPECIALTY ONLINE AUTHORIZATION**  
Purchasing Department  
Lincoln Public Schools

**The following employee is authorized to order supplies from School Specialty via the Internet:**

Name: \_\_\_\_\_ Location: \_\_\_\_\_

AS/400 User ID: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Effective Date: \_\_\_\_\_

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**The following employee should NO LONGER have authorization to order supplies from School Specialty via the Internet:**

Name: \_\_\_\_\_ Location: \_\_\_\_\_

AS/400 User ID: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Effective Date: \_\_\_\_\_

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Administrator's Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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Send this form to Purchasing. They will notify you when your user name and workflow details are set up with School Specialty.

**Return completed form to:** Megan Smid Miller, Purchasing, Box 37, msmid@lps.org

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**FOR PURCHASING USE ONLY**

Date routed to Kim Lehl, Accounting \_\_\_\_\_