



Shared Favorite Folder Request Form

Please complete the following information and submit form to ucibuy@uci.edu

Name of Requestor:

Date: mm/dd/yyyy

Phone Number: with area code

Email:

Department:

[Request] Shared Folder Name:

Example: Student Health Ctr - Custodial Supplies

Intended Purpose of Shared Folder:

1. List names of Requisitioners that should have access to this shared folder.
2. Indicate **one** type of access for each cardholder by marking an "X" in the **Read Only**, **Editor** or **Administrator** column. Only 1 access type for each Requisitioner.

Last Name	First Name	Read Only Access	Editor Access	Administrator Access
<i>Example:</i> SMITH	MARY A.		X	

- **Read Only Access** – Requisitioner can access and view Shared Favorites, and add items to their cart (no edit or add/remove rights).
- **Editor Access** – Requisitioner can access, view and add items/edit items in the Shared Favorites Folder.
- **Administrator Access** – Requisitioner can view, edit, add to Shared Favorites Folder and create shared subfolders. Permissions also include granting Read Only and Editor access to others.

Questions? Contact ucibuy@uci.edu.