

## DON Hierarchy Level 3/4/5 (Agent) Setup

## Purchasing CPP (DON) Bank 8203

Government Services

Or mail request to: U.S. Bank Government Services 200 South Sixth Street – EP-MN-L25C Minneapolis, MN 55402	
Email: CPSDONAC@usbank.com	
Reporting levels Level 1: 47163 Level 2: 00017 Level 3: Level 4: _	Level 5: Command DoDAAC: (5 digits) (1 letter and 5 numbers)
Financial system: □ DAI □ Navy ERP □ Navy ERP (OLCERT □ OPTI C/F □ SABRS  Will this new Agent be for Contract Pay? □ Yes □ No	- PO/LI)
Setup information	
Cycle Date: 19	
Agency/Organization name:	(maximum 40 characters)
Name of A/OPC:	
A/OPC Type:	
Address Line 1:	(maximum 40 characters)
Address Line 2:	(maximum 40 characters)
(maximum 15 characters)	Zip: Country:
Phone: Email address:	
Reason for New Agent Setup being requested: (i.e. "Command reorganization due to" or "GPC Program is growing as a result of")	
Provide A/OPC User IDs that need to have access to this new agent. If more than 5 then submit separate spreadsheet with additional information.	Form Submitted by Hierarchy Level 3 A/OPC
	Name (print/type):
	Phone: :
	Email:
	Signature:
	Date submitted: