**Access to Org Campus Supplier Update**

Requests for access to the Org Campus Supplier Update responsibility should be sent to [customerservices@rfsuny.org](mailto:customerservices@rfsuny.org) with approval from campus security administrator. The request will be reviewed by the Supplier File Coordinator for further approval. Prior to being granted access, the user will need to take the Supplier File Basics course by sending a request to [learning@rfsuny.org](mailto:learning@rfsuny.org) to be assigned the course. Once the individual has taken and passed the course, access will be granted in accordance with a review of the individual’s other responsibilities to ensure no SOD (segregation of duties) issues exist.

For further information, please contact [Stephanie Deyette](mailto:stephanie.deyette@rfsuny.org).