

**USER INFORMATION**

**NAME:** \_\_\_\_\_

**DU ID#:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

- Advancement Tab**
- Business and Finance Tab**
- Enrollment Management Tab**
- IR University Reports Tab**
- Technology Tab**
- Board of Trustees Tab**
  - Full Board**
  - Athletic Affairs Committee**
  - Audit Committee**
  - Buildings and Grounds Committee**
  - Executive Committee**
  - Faculty and Education Affairs Committee**
  - Finance and Budget Committee**
  - Investment Committee**
  - Student Affairs Committee**

Form Prepared By: \_\_\_\_\_ Preparer's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

1. Department Manager \_\_\_\_\_ Date \_\_\_\_\_ 2. Division Head/Budget Officer \_\_\_\_\_ Date \_\_\_\_\_

3. Office of Budget and Planning \_\_\_\_\_ Date \_\_\_\_\_ 4. AIS (fax: 17998) \_\_\_\_\_ Date \_\_\_\_\_

*Linda Kosten, Office of Budget and Planning (fax: 14)*

After obtaining all required signatures, please submit this form to Administrative Information Services (AIS) for processing.