

EMPLOYEE INFORMATION

NAME: _____ DU ID#: _____ PHONE: _____
 EMAIL ADDRESS: _____ USERNAME: _____
 DEPARTMENT: _____ JOB TITLE: _____

CHECK APPROPRIATE BOXES BELOW	FINANCE ORGANIZATION / FUND CODE ACCESS	
<input type="checkbox"/> Pay Invoices <input type="checkbox"/> View Invoices <input type="checkbox"/> Create Purchase Requisitions <input type="checkbox"/> View Requisitions / POs <input type="checkbox"/> Reduce Encumbrances <input type="checkbox"/> Cash Receipts, Journal Entries <input type="checkbox"/> View Budget Information <input type="checkbox"/> Limited Budget Transfer (Temporary Budget Transfer) <input type="checkbox"/> Full Budget Transfer Authority <input type="checkbox"/> DU Reports (WARNING: May show Payroll information) <input type="checkbox"/> View Grants * <input type="checkbox"/> Approver in Approval Queue Process Type of Approval: _____ _____	Fund	Orgn
		Please attach a separate page if necessary.

Additional Information:

Form Prepared By: _____ Preparer's Phone: _____ Fax: _____

APPROVING SIGNATURES

Comments:

Appropriate Security Classes:

1. Department Manager _____ Date _____ 2. Division Head/Budget Office _____ Date _____ 3. Banner Finance Signatory _____ Date _____
Tami Nickell, Controller's Office (fax: 13635)

4. Grant Principal Investigator _____ Date _____ 5. AIS (fax: 17998) _____ Date _____
 * Only required for viewing grants

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