

### FINANCE SYSTEMS SECURITY ACCESS REQUEST FORM

# **INSTRUCTIONS**

- NEW FISCAL OFFICERS MUST COMPLETE A SIGNATURE CARD PRIOR TO SUBMITTING THIS
- YOU MUST COMPLETE CSU-BUY TRAINING WITH PURCHASING TO GAIN
- YOU MUST COMPLETE ON-LINE BUDGET TRANSFER TRAINING WITH BUDGET TO GAIN ACCESS.

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BY THE END USER AND PRESENTED DURING TRAINING FOR ANY DEPARTMENT(S) LISTED IN THE ROUNTING QUEUE BELOW WHO REQUIRES TRAINING.

## **ROUTING QUEUE (FOR OFFICE USE ONLY**

DEPARTMENT	LOCATION/PHONE	REASON	SIGNATURE	DATE
ACCOUNTING	ADM 210 - X3562	SIGNATURE CARD		
BUDGET	ADM 304 – X2063	BUDGET TRANSFER TRAINING		
PURCHASING	ADM 213 – X2021	CSU-BUY TRAINING		
FINANCE SECURITY	ADM 210B - X5343	CSU XPRESS/ACCOUNT ACCESS		
FISCAL OFFICER GROUP COORDINATOR	ADM 213 – X2042	Groups COUGAR CONNECT FISCAL OFFICER GROUP ACCESS		

### **END USER INFORMATION**

YOUR NAME	PHON	
DEPARTMENT NAME	PHON	
BANNER USER NAME	UID	
EMAIL ADDRESS	FAX	

### CSU X-PRESS/FINANCE ON-LINE BUDGET TRANSFER ORIGINATOR

✓	FUND	ORG	PROG	FISCAL OFFICER YES OR NO	REASON, IF YOU ARE NOT THE FISCAL OFFICER

### CSU X-PRESS/FINANCE ON-LINE BUDGET TRANSFER APPROVER

✓	FUND	ORG	PROG	FISCAL OFFICER YES OR NO	TITLE

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## **CSU-BUY REQUESTOR**

<b>√</b>	FUND	ORG	PROG	\$ LIMIT	BACK-UP NAME	BACK-UP BANNER USER NAME

## **CSU-BUY APPROVER**

✓	FUND	ORG	PROG	\$ LIMIT	BACK-UP NAME	BACK-UP BANNER USER NAME

# OTHER FINANCE AUTHORIZATION(S) ACCESS

<b>√</b>	ACCESS	REASON
	CSU Xpress Payroll Expense Detail	
	Cougar Connect Fiscal Officer Group	

### **REMOVE FINANCE ACCESS**

FUND	ORG	PERSON	REASON

# **APPROVAL QUEUE:**

END USER (PRINT)	SIGNATURE	DATE
FISCAL OFFICER (PRINT)	SIGNATURE	DATE
DEAN OR CHAIR, IF APPLICABLE (PRINT)	SIGNATURE	DATE
VICE-PRESIDENT OR PROVOST (PRINT)	SIGNATURE	DATE
PRESIDENT, IF APPLICABLE (PRINT)	SIGNATURE	DATE

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