




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 ROUTING QUEUE BELOW WHO REQUIRES TRAINING.

ROUTING QUEUE (FOR OFFICE USE ONLY)

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

END USER INFORMATION

YOUR NAME		PHONE	
DEPARTMENT NAME		PHONE	
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



