



FINANCE SYSTEMS SECURITY ACCESS REQUEST FORM

INSTRUCTIONS

- YOU MUST HAVE AN ITD ASSIGNED BANNER USER NAME PRIOR TO SUBMITTING THIS FORM.
- YOU MUST HAVE COMPLETED CSU-BUY TRAINING AS A REQUESTOR OR APPROVER.
- YOU MUST HAVE COMPLETED ON-LINE BUDGET TRANSFER TRAINING AS A REQUESTOR OR APPROVER.
- THIS FORM MUST BE FILLED OUT BY THE SYSTEM(S) END USER.
- CHECK ALL THAT APPLY AND COMPLETE FORM IN ITS ENTIRETY (ATTACH ANOTHER SHEET IF NEEDED)
- SUBMIT THIS FORM TO ONE OF THE FOLLOWING DEPARTMENTS:

PURCHASING DEPT EXT. 4424

ADM 208 – FOR CSU-BUY

BUDGET DEPT EXT. 2063

ADM 210 – FOR ON-LINE BUDGET TRANSFER

FINANCE DEPT EXT. 5343

ADM 304B – FOR CSU X-PRESS QUERY ONLY

END USER INFORMATION

DEPARTMENT		PHONE	
SUPERVISOR NAME		PHONE	
BANNER USER NAME		UID	
EMAIL ADDRESS		FAX	
PRINT YOUR NAME		PHONE	
YOUR SIGNATURE		DATE	

CSU X-PRESS/FINANCE BUDGET TRANSFER

√	FUND	ORG	PROG	REASON (IF YOU ARE NOT THE FISCAL OFFICER)

CSU-BUY REQUESTOR

√	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

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RULE GROUP MAINTENANCE

√	NAME	DESCRIPTION	REASON
	REQG	Create Requisitions	CSU-Buy
	WEBT	Create On-line Budget Transfers	CSU Xpress

OTHER AUTHORIZATIONS ACCESS

√	NAME	REASON
	CSU Xpress Self Service Access	
	CSU Xpress Payroll Expense Detail Access	

REMOVE ACCESS

FUND	ORG	RULE	REASON

APPROVAL QUEUE HIERARCHY:

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