

**FINANCE SYSTEMS SECURITY ACCESS REQUEST FORM**

**INSTRUCTIONS**

- NEW FISCAL OFFICERS MUST COMPLETE A SIGNATURE CARD PRIOR TO SUBMITTING THIS FORM.
- YOU MUST COMPLETE CSU-BUY TRAINING WITH PURCHASING TO GAIN ACCESS.
- 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 SUBMITTED TO ONE OF THE DEPARTMENTS LISTED IN THE ROUTING QUEUE BELOW. (ATTACH ANOTHER SHEET IF NEEDED)

*ROUTING QUEUE (FOR OFFICE USE ONLY)*

DEPARTMENT	LOCATION/PHONE	REASON	SIGNATURE	DATE
ACCOUNTING	ADM 213 – X3562	SIGNATURE CARD		
BUDGET	ADM 304 – X2063	BUDGET TRANSFER TRAINING		
PURCHASING	ADM 208 – X2424	CSU-BUY TRAINING		
FINANCE	ADM 304B – X5343	CSU XPRESS QUERY ACCESS		

**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

**FINANCE SYSTEMS SECURITY ACCESS REQUEST FORM**

**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

**OTHER FINANCE AUTHORIZATION(S) ACCESS**

√	NAME	REASON
	CSU Xpress Payroll Expense Detail Access	

**REMOVE FINANCE ACCESS**

FUND	ORG	NAME	REASON

**APPROVAL QUEUE:**

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