

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 WITH THE PURCHASING DEPARTMENT.
- THIS FORM MUST BE FILLED OUT BY THE SYSTEM(S) END USER.
- CHECK ALL THAT APPLY AND COMPLETE IN ITS ENTIRETY (ATTACH ANOTHER SHEET IF NECESSARY).
- SUBMIT THIS FORM TO ONE OF THE FOLLOWING DEPARTMENTS:

PURCHASING DEPT/ADM-208 – CSU-BUY

FINANCE DEPT/ADM-304B – CSU X-PRESS ONLY

END USER INFORMATION

DEPARTMENT				PHONE		
YOUR NAME				PHONE		
BANNER USER NAME				UID		
EMAIL ADDRESS				FAX		
SUPERVISOR NAME				PHONE		

CSU X-PRESS/FINANCE

FUND	ORG	QUERY ACCESS	REMOVE ACCESS	FUND	ORG	QUERY ACCESS	REMOVE ACCESS

CSU-BUY REQUESTOR

FUND	ORG	PROG	\$ LIMIT	BACK-UP

CSU-BUY APPROVER

FUND	ORG	PROG	\$ LIMIT	BACK-UP

END USER (PRINT)

SIGNATURE

DATE

FISCAL OFFICER (PRINT)

SIGNATURE

DATE

DEAN, IF APPLICABLE (PRINT)

SIGNATURE

DATE

VICE-PRESIDENT, IF APPLICABLE (PRINT)

SIGNATURE

DATE

PRESIDENT, IF APPLICABLE (PRINT)

SIGNATURE

DATE