REQUESTOR:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Email: |  | Phone: |  |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

USER INFORMATION:

|  |  |  |
| --- | --- | --- |
| Add | Change | Inactivate |

|  |  |
| --- | --- |
| Comments: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Email: |  | Phone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Dept Name: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this user replacing a current user? | Y | N | If yes, who? |  |
| Is this user the same as a current user? | Y | N | If yes, who? |  |

Training Needed: Purchase Request (Y/N) :       Dashboard Financials (Y/N):

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

DEPARTMENTAL/FINANCIAL REPORTING:

|  |  |
| --- | --- |
| This user should have access to view financial reports for the following: | |
| Department(s): |  |
| Subdivision(s): |  |
| Division(s): |  |
| Officer(s): |  |

|  |  |  |
| --- | --- | --- |
| Include payroll (GL – Summary only)? Y  N | If yes, restrict to |  |
| Include payroll (PL – Detail by employee)? Y  N | If yes, restrict to |  |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

PURCHASING:

|  |  |
| --- | --- |
| This user should have access to view purchasing reports for the following: | |
| Department(s): |  |
| Subdivision(s): |  |
| Division(s): |  |
| Officer(s): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What will this user be doing? | Creating | Receiving | Approving | |
| Approving at what level? | Department | Subdivision | Division | Officer | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does this user replace another approver? | Y | N | If yes, who? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Manager: |  | Date: |  |