REQUESTOR:

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

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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):

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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 |       |

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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: |       |