



INSTRUCTIONS FOR USER ACCESS REQUEST FORM

Check appropriate box for type of access requested: New or Update

Legal Name: As it is listed in Human Resources

Net ID: Campus E-Mail Address

Title: Job Title

Department: Campus location

Building/Room/Phone/Fax: Your office or merchandise ship to address. Extension number and Fax

CWID: Employee Campus Wide Identification Number

ACKNOWLEDGMENTS

All must be read and checked. No acknowledgment will result in the form being returned.

ROLES AND PERMISSIONS - Check off all that apply.

- Inquiry Only: No data entry. View only access.
- Employee Expense Entry: Enter travel and expense reports only. Submit reports for approval.
- Requester-Departments: Requisitions for Departments (FRS Accounts). Not an Approver (FA). Performs Vendor search and has access to Department (FRS Account) summary screens.
- Requester-Projects: Requisitions for Projects, Grants, Capital. Not an Approver (FA). Performs Vendor search and has access to Department (FRS Account) summary screens.
- P-Card Requester: P-Card Holder

Approver Roles (Fiscal Agent)

- Departmental Approver: User can enter requisitions against Departments (FRS Accounts) listed on application for purchases and expenses. Approver is the listed Fiscal Agent on the Department (FRS Account) itself. Can perform a Vendor Search and has access to Department (FRS Account) summary screens. Approvers have the fiscal responsibility for managing their department's budgets.
- Projects Approver (Grants & Capital): Grants and Capital Projects role enables the user to perform budget checking and approve purchases and expenses against Projects listed on the application. Approver's name must be that of the responsible person on the project itself. Approvers have the fiscal responsibility for managing their project budgets.



- P-Card Approver: Approves P-Card purchases.
- HR Supervisor (Timesheet approver): Approves Travel Authorizations & Expense Reports.

Special Approvals

Academic College, School or Division must be provided for Dean or VP/Provost approval role.

- Dean, VP/Provost: Approval for all international travel authorizations.
- Other Special Approvals: IT purchases, Publications & Outside Printing

DEPARTMENT & PROJECT (FRS Account (Access))

Six digit Numbers: (FRS Account)

First entry is the default Department (FRS Account). This is the number most frequently entered on requisitions. Additional Departments (Accounts) to be listed if required.

SIGNATURES

Requester: User

Supervisor: Timesheet Approver

Approver: Fiscal Agent(s) for Department or Project (FRS Account) listed on application. If multiple Departments (Accounts) are listed all Fiscal Agents signatures are required.

SUBMISSION

Return to: Name/Address noted on the application form.

E-Mail will be sent to user when access is defined.