

**CREIGHTON UNIVERSITY
REQUEST FOR FINANCIAL SYSTEM ACCESS FORM**

New User: <input type="checkbox"/>	Change Order: <input type="checkbox"/>	Banner ID:
Name:	Date:	
Department:	Location:	
Phone:	Fax:	
E-mail address:	NetID:	

Organization Access: Complete the organization name, 6-digit org number and access type. You can use a rollup organization or individually list each organization.

<i>Organization Name</i>	<i>Organization Number</i>	<i>Access: (Q)uery, (P)osting, (B)oth</i>

Fund Access: Complete the fund name, 6-digit fund number and access type. You can use a rollup fund or fund type (as Grants) or individually list each fund.

<i>Fund Name</i>	<i>Fund Number</i>	<i>Access: (Q)uery, (P)osting, (B)oth</i>

Check each System Function the user will need.

<input type="checkbox"/>	Accounting Queries	<input type="checkbox"/>	Enter Purchase Orders (Purchasing Only)
<input type="checkbox"/>	Enter On-Line Requisitions Default Org: _____ Default Ship-to: _____	<input type="checkbox"/>	Invoice Payments (Accounting Only)
<input type="checkbox"/>	Approve On-Line Documents	<input type="checkbox"/>	System Administration (Finance & IT Only)
<input type="checkbox"/>	Enter Journal Vouchers	<input type="checkbox"/>	Reports

Access Approval: For department access, department director/chair is required. For access of funds or organizations outside of department, you will need appropriate dean(s) and/or Vice President(s).

Department 1		Dean	
Department 2		Vice President	
		Add'l Approvals	

For Finance Use Only:

Date:	Completed by:
Notes:	