

PeopleSoft Financials - Campus Users
USERID SECURITY FORM: Request &/or Modification

Request Date ___/___/___

ACTION REQUESTED: Create New USERID: (TUF9ALLUSERS) Modify USERID

USER INFORMATION			
Employee	Name	Job Title	Department Phone
	Network Login ID	E-mail Address	Empl ID

Department Head	Name/Title	E-mail Address	Phone
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Please indicate reason for request:

ACCESS REQUESTED:

Budget (Commitment Control)	ePro (Procurement):	Accounts Payable Review
Divisional Budget Officer (TUF9BUDGETMANAGERDIV)	Purchase Requester (TUF9PVREQUESTER)	Pcard Reallocators (TUF9PCRDREALL)
Budget Inquiry	Requisition Entry	
Budget Entry (Initiatives)	Requisition Budget Check	
Budget Transfers within dept & operating		
Query Viewer		
Query Manager		
Department Budget Manager (TUF9BUDGETMANAGERDEPT)	Requisition Approver (TUF9PVAPPROVER)	SpreadSheet Load
Budget Inquiry	Requisition Approval	Load spreadsheet
Budget Entry (Initiatives)	Requisition Budget Check	
Budget Transfers within dept & operating		
Reporting		
	Escalation Approver	
DMS System		
Enter Cash Deposits (TUF9DMSCSHENTRY)		
Enter Revenue (TUF9DMSREVENTRY)		

REQUISITION PREFERENCES: (FOR PURCHASE REQUESTERS ONLY values predominantly used)

Ship To Location:	Final Destination:
Fund Code:	
Department Code:	

List AUTHORIZED REQUISITION DEPARTMENTS: (FOR PURCHASE APPROVERS ONLY)

List AUTHORIZED REQUESTERS: (FOR PURCHASE APPROVERS ONLY)

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ESCALATION APPROVER (FOR REQUESTERS AND APPROVERS ONLY)
List AUTHORIZED REQUESTERS & APPROVERS: (FOR ESCALATING APPROVERS ONLY)
VISION REPORTING ACCESS. LIST DEPARTMENTS, FUNDS (excluding Fund 1000), GRANTS/PROJECTS:

Additional Roles/ Requests:

APPROVALS:	
Employee Signature:	Date:
Supervisor Signature:	Date:
If Denied, give reason:	
Department Head Signature:	Date:
If Denied, give reason:	
Financial Services Approval:	Date:
Approved _____ Denied _____	
If Denied, give reason:	

OTS ONLY		
USERID:	Security Admin. Initials:	Date Completed: