

UNIVERSITY DEPARTMENT ACCESS TO DATATEL COLLEAGUE APPLICATION
SECURITY REQUEST

Date: _____

Name: _____

Signature: _____

Department: _____

Office Location: _____

Phone: _____

e-mail: _____

(ULID - University Logon ID)

LAN Administrator: _____

Replaces user: _____

(Complete if new access requested is to replace former staff person)

Supervisor: _____

Security: What are the account(s) you want to access? _____

What is the name of the fiscal agent(s)
for these accounts? _____

BASIC FINANCIAL ACCOUNTING FUNCTION ACCESS

Check the Description(s) that best matches your responsibilities and operational needs.

Central Financial Processes (Check one)

Yes

No

May have access to requisitions, purchase orders and vouchers for
both creation and inquiry.

May execute reports or inquiries about departmental purchases,
but cannot create or update requisitions or vouchers.

Budget Transfers. If needed, check Yes.

May view and execute budget transfers.

Additional Access Security. If needed, check Yes.

Maintains the property control inventory for the unit

Supervisor Signature _____

Signature indicates approval of above access

Workstation Configuration (Contact LAN Administrator if necessary).

Operating System _____
(for example: Windows 2000, Windows XP, MAC)

For System Processing

Unix Logon Defined _____

Colleague operator defined _____

Staff Record Defined _____

Client _____

Comptroller's Office Approval _____

RETURN TO: Shirley Murphy
Room 102 Hovey Hall phone: 8-7613
Campus Box 1200 Comptroller's Office