

Send Completed form to Ella Watts, Financial Services, Administration Building, 4th Floor

**ACTION REQUESTED:**      **Create New USERID: (TUF9S9ALLUSERS)**      **Modify Existing USERID**      **Delete Existing USERID**

**USER INFORMATION**

<b>Employee</b>	Name	Job Title	Phone
	Department Name		Department#
	Network Login ID	E-mail Address	Empl ID

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

**ACCESS REQUESTED:**

Budget (Commitment Control)	ePro (Procurement):	Other Access
<b>Divisional Budget Officer (TUF9S9BUDGETMANAGERDIV)</b>	<b>Purchase Requester (TUF9S9PVREQUESTER)</b>	<b>Pcard Reallocators (TUF9S9PCRDREAL)</b>
Budget Inquiry	Requisition Entry	
Budget Entry (Initiatives)	Requisition Budget Check	
Budget Transfers within dept & operating		
nVision Reporting	<b>Central Receiving (TUF9S9PORECIVE)</b>	
Query Viewer	P.O. Inquiry	
Query Manager		
ReportSuperUser		
<b>Department Budget Manager (TUF9S9BUDGETMANAGERDEPT)</b>	<b>Requisition Approver (TUF9S9PVAPPROVER)</b>	<b>Spreadsheet Load</b>
Budget Inquiry	Requisition Approval	Load spreadsheet
Budget Entry (Initiatives)	Requisition Budget Check	
Budget Transfers within dept & operating		
nVision Reporting	<b>Escalation Approver</b>	<b>DMS System</b>
		Enter Cash Deposits (TUF9S9DMSCSHENTRY)
		Enter Revenue (TUF9S9DMSREVENTRY)

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

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

<b>List AUTHORIZED REQUISITION DEPARTMENTS: (FOR PURCHASE APPROVERS ONLY)</b>
<b>List AUTHORIZED REQUESTERS: (FOR PURCHASE APPROVERS ONLY)</b>

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

<b>Additional Roles/ Requests:</b>

<b>APPROVALS:</b>	
<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Department Head Signature:</b>	<b>Date:</b>
<b>Trainer Approval:</b>	<b>Date:</b>
Approved _____ Denied _____	
If Denied, give reason:	
<b>Financial Services Data Steward Approval:</b>	<b>Date:</b>
Approved _____ Denied _____	
If Denied, give reason:	

<b>OTS ONLY</b>		
<b>USERID:</b>	<b>Security Admin. Initials:</b>	<b>Date Completed:</b>