

PeopleSoft Financials Additional Report Request

Request Date / /

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

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

Department Head	Name/Title	E-mail Address	Phone
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STOP! PLEASE NOTE: Users must currently have access to reports already as a Department Budget Manger, Campus Inquiry, or Divisional Budget Manger role in PeopleSoft Financials before additional reports can be requested

Action Requested:	Add Additional Report	Remove Report Access
Please Indicate reason for request: _____ _____		

List Budget Reporting Access by Department / Grants: (Please indicate Fund associated with the department as well)

Employee Signature : _____ Date: _____

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

USERID: _____	Security Admin. Initials: _____	Date Completed: _____
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