

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

ACTION REQUESTED: Create New USERID: (TUFS9ALLUSERS) Modify Existing USERID Delete Existing USERID

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

Please indicate reason for request:

ACCESS REQUESTED:		
Budget (Commitment Control)	ePro (Procurement):	Other Access
Divisional Budget Officer (TUFS9BUDGETMANAGERDIV)	Purchase Requester (TUFS9PVREQUESTER)	Pcard Reallocators (TUFS9PCRDREAL)
Budget Inquiry	Requisition Entry	
Budget Entry (Initiatives)	Requisition Budget Check	
Budget Transfers within dept & operating		
nVision Reporting		
Query Viewer		
Query Manager		
ReportSuperUser		
Department Budget Manager (TUFS9BUDGETMANAGERDEPT)	Requisition Approver (TUFS9PVAPPROVER)	Spreadsheet Load
Budget Inquiry	Requisition Approval	Load spreadsheet
Budget Entry (Initiatives)	Requisition Budget Check	
Budget Transfers within dept & operating		
nVision Reporting	Escalation Approver	DMS System
		Enter Cash Deposits (TUFS9DMSCSHENTRY)
		Enter Revenue (TUFS9DMSREVENTRY)

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)

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

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