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| **CREIGHTON UNIVERSITY**REQUEST FOR FINANCIAL SYSTEM ACCESS AND CHANGE FORM |
| **New User:** **[ ]**  | **Change Account: [ ]**  | **Delete Account:** **[ ]**  | **Banner ID:** |
| Name:       | Date:      |
| Department:       | Location:       |
| Phone:       | Fax:       |
| E-mail address:       | NetID:       |
| Person replacing/Copy account:       |

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| **Organization Access: Complete the organization name, 6-digit org number and access type.** You can use a rollup organization or individually list each organization. |
| ***Organization Name*** | ***Organization Number*** | ***Access: (Q)uery, (P)osting, (B)oth*** |
|       |       |  |
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| **Fund Access: Complete the fund name, 6-digit fund number and access type.**You can use a rollup fund or fund type (as Grants) or individually list each fund. |
| ***Fund Name*** | ***Fund Number*** | ***Access: (Q)uery, (P)osting, (B)oth*** |
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| **Check each System Function the user will need.** |
| [ ]  | Banner Accounting Queries | [ ]  | Enter Purchase Request (Browser) |
| [ ]  | Approve CUBuyplus Requisitions (Expenditure Approval Matrix form must be completed)  | [ ]  | Enter Journal Vouchers |
| [ ]  | \*Enter Requisitions (\*BSC Only) | [ ]  | \*System Administration (\*Finance & IT Only) |
| [ ]  | \*Invoice Payments (\*BSC Only) |  |  |

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| **Access Approval**: For department access, department director/chair is required. For access of funds or organizations outside of department, you will need appropriate dean(s) and/or Vice President(s). |
| Department 1 |  | Dean |  |
| Department 2 |  | Vice President |  |
|  |  | Add'l Approvals |  |

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| **For Administrator Use Only**: |
| Date: | Completed by: |
| Banner Training Completed [ ]  | CUBuyplus Training Completed [ ]  |