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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 |