

Department: \_\_\_\_\_ Box # 

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 Date \_\_\_\_\_

Name: \_\_\_\_\_ Phone # 

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User Name: \_\_\_\_\_ Banner ID 

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(Your username will also be your Banner username) (For Web access, you may provide Banner Generated ID instead)

**Type of Access Requested (Check all that apply)**

- Finance Web Self Service (submit Requisitions and Query Budget Detail)
- Finance Web Self Service (approve Requisitions)

**FUND/ORG Security Access**

- Copy same INDEX access as \_\_\_\_\_ [Go to Default ORG]  
(Banner / Novell Username)
- List INDEXES that will provide access to all current finance data under your control:

INDEX	INDEX Description

INDEX	INDEX Description

**Default ORG**

ORG code to use as default for requisitions (Optional - INDEX that you use most often) 

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**Approval** (must be signed by all responsible parties of ORGS/FUNDS listed or by someone higher in the organizational structure)

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____