

**FINANCE SYSTEMS SECURITY ACCESS REQUEST FORM**

INSTRUCTIONS

- **YOU MUST HAVE AN ITD ASSIGNED BANNER USER NAME PRIOR TO SUBMITTING THIS FORM.**
- **YOU MUST HAVE COMPLETED CSU-BUY TRAINING WITH THE PURCHASING DEPARTMENT.**
- **THIS FORM MUST BE FILLED OUT BY THE SYSTEM(S) END USER.**
- **CHECK ALL THAT APPLY AND COMPLETE IN ITS ENTIRETY (ATTACH ANOTHER SHEET IF NECESSARY).**
- **SUBMIT THIS FORM TO ONE OF THE FOLLOWING DEPARTMENTS:**

**PURCHASING DEPT/ADM-208 – CSU-BUY  
FINANCE DEPT/ADM-304B – CSU X-PRESS ONLY**

**END USER INFORMATION**

DEPARTMENT		PHONE	
YOUR NAME		PHONE	
BANNER USER NAME		UID	
EMAIL ADDRESS		FAX	
SUPERVISOR NAME		PHONE	

**CSU X-PRESS/FINANCE**

FUND	ORG	QUERY ACCESS	REMOVE ACCESS	FUND	ORG	QUERY ACCESS	REMOVE ACCESS

**CSU-BUY REQUESTOR**

FUND	ORG	PROG	\$ LIMIT	BACK-UP

**CSU-BUY APPROVER**

FUND	ORG	PROG	\$ LIMIT	BACK-UP

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END USER (PRINT)	SIGNATURE	DATE
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FISCAL OFFICER (PRINT)	SIGNATURE	DATE
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DEAN, IF APPLICABLE (PRINT)	SIGNATURE	DATE
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VICE-PRESIDENT, IF APPLICABLE (PRINT)	SIGNATURE	DATE
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PRESIDENT, IF APPLICABLE (PRINT)	SIGNATURE	DATE
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