UNIVERSITY DEPARTMENT ACCESS TO DATATEL COLLEAGUE APPLICATION
SECURITY REQUEST

Date:_____

Name: _____   Signature:_____

Department: _____   Office Location:_____

Phone: _____   e-mail:_____
        (ULID - University Logon ID - not alias or off-campus e-mail)

LAN Administrator:_____   Replaces user:_____
        (Complete if new access requested is to replace former staff person)

Supervisor:_____

Security: What are the account(s) you want to access?_____

What is the name of the fiscal agent(s)
  for these accounts?_____

BASIC FINANCIAL ACCOUNTING FUNCTION ACCESS

   Check the Description(s) that best matches your responsibilities and operational needs.

Central Financial Processes (Check one)	Yes	No
May have access to requisitions, purchase orders and vouchers for both creation and inquiry.	☐	☐
May execute reports or inquiries about departmental purchases, but cannot create or update requisitions or vouchers.	☐	☐
Budget Transfers. If needed, check Yes.		
May view and execute budget transfers.	☐	☐
Additional Access Security. If needed, check Yes.		
Maintains the property control inventory for the unit	☐	☐

Supervisor Signature_____
Signature indicates approval of above access

Workstation Configuration (Contact your Technical Support Staff if necessary).

      Operating System_____
        (for example: Windows 2000, Windows XP, MAC, Windows 7)

For System Processing
      Unix Logon Defined   _____
      Colleague operator defined   _____
      Staff Record Defined   _____
      Client   UI 2.3 desktop – UI 3.1 Web – UI Terminal

Comptroller's Office Approval_____

RETURN TO: Shirley Murphy
                Uptown Crossing"Room 232
                Campus Box 1200   Comptroller's Office
                FAX: 438-8245   Phone: 438-7613