



**Security Request Form
For Access to Colleague
Financial System**

Name: _____
Please print full name

Date: _____

Signature: _____

Phone: _____

Department: _____
Mail Code and Department Name

E-mail: _____
ULID – University Login ID – not alias or off-campus e-mail

Supervisor: _____

Office Location: _____

Security:
What are the accounts you wish to access?

What is the name of the budget officer(s) these accounts?

Replaces user: _____
Complete if access requested is to replace former staff person

BASIC FINANCIAL ACCOUNTING FUNCTION ACCESS

Check only the descriptions that best match your responsibilities and operational needs.

Central Financial Processes Yes

- May create requisitions and vouchers
- May perform online approvals of requisitions and vouchers
- May execute reports or inquiries about departmental purchases but cannot create or update requisitions or vouchers

Budget Transfers.

- May view budget transfers (which are created in Budget Center)

Additional Access Security

- May maintain the property control inventory for the unit

Return Completed Form to: Comptroller_Colleague@ilstu.edu