



ILLINOIS STATE UNIVERSITY
Illinois' first public university

**Security Request Form
 For Access to Datatel 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 fiscal agent(s) for 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 Wizard)

Additional Access Security

- May maintain the property control inventory for the unit

Supervisor Signature: _____
 Signature indicates approval of above access

Workstation Configuration

Operating System: _____
 (For example: Windows XP, Windows 7, MAC)

Comptroller's Office Approval _____

RETURN TO: Shirley Murphy samurph@ilstu.edu
 fax: 438-8245 phone: 438-7613
 Uptown Crossing Room 232
 Campus Box 1200 – Comptroller's Office