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: **Randy Asper   rdasper@ilstu.edu**
                    Phone: 438-1158   Fax: 438-8245
                    Uptown Crossing Room 233
                    Campus Box 1200 – Comptroller's Office