

BANNER FINANCE ACCESS REQUEST

Name: _____ Phone: _____ CWID: _____ Date: _____

Department: _____ Campus Email: _____

***** All above fields must be completed *****

Please check one:

- No existing Banner Finance access
- Replace Current Banner Finance access
- Additional Banner Finance access (add to existing access)
- Remove current Banner Finance access

Please check one: (Business Affairs Use Only)

Master Fund:

- Query
- Both
- Posting
- No Authority

Master Org:

- Query
- Both
- Posting
- No Authority

Please check all that apply: (Business Affairs Use Only)

- Data Management/Super User
- Requisitions Only
- Business Affairs Accounting
- Library
- Purchasing
- Finance General Access/Purchasing – REQ, APP, and REC
- Approvals Only
- Travel
- Accounts Payable
- Fixed Asset Management
- Service Center

List only Funds and ORGNs needed for REQ, APP or REC. If removing current access, list Fund and ORGNS no longer needed for REQ, APP or REC.

Fund _____ Fund _____ Fund _____ Fund _____

Org _____ Org _____ Org _____ Org _____

Approval Queue _____ Approval Queue _____ Approval Queue _____ Approval Queue _____

If more Fund/Orgns are required, please use additional forms. All forms must be signed.

Project Director/Budget Unit Head/Approving Agent: _____ Date: _____

NSU Assistant Controller: _____ Date: _____

Business Affairs Security Officer: _____ Date: _____

Business Affairs/Information Systems Use Only:

Check Banner instances where security applies: PROD Spreadsheet