DATA ACCESS FORM - FINANCE

Department: ____________________________  Box # ______  Date ______

Name: ____________________________  Phone # ______

User Name: ____________________________  Banner ID ____________________________

(Your username will also be your Banner username)  (For Web access, you may provide Banner Generated ID instead)

Type of Access Requested (Check all that apply)

☐ Finance Web Self Service (submit Requisitions and Query Budget Detail)
☐ Finance Web Self Service (approve Requisitions)

FUND/ORG Security Access

☐ Copy same INDEX access as ____________________________  [Go to Default ORG]

(Banner / Novell Username)

☐ List INDEXES that will provide access to all current finance data under your control:

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<tr>
<th>INDEX</th>
<th>INDEX Description</th>
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Default ORG

ORG code to use as default for requisitions (Optional - INDEX that you use most often) ______

Approval (must be signed by all responsible parties of ORGS/FUNDS listed or by someone higher in the organizational structure)

Printed Name ____________________________  Signature ____________________________  Date ______

______________________________  ________________________________  ____________________________

Statement of Responsibility on back of form must be READ carefully and signed by employee. Supervisors should review this statement with the employee, stress its importance, and then sign as witness.