

FACULTY/STAFF

Banner Finance System Access Form

Please print in blue or black ink legibly. Your form will be returned if it is unreadable.

Please return this form to the Purchasing Department, 111 Hubbard Hall or email at Purchas@utica.edu

Name:	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width:25%; height: 20px;"> </td><td style="width:25%; height: 20px;"> </td><td style="width:25%; height: 20px;"> </td><td style="width:25%; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">First</td><td style="font-size: 8px;">MI</td><td colspan="2" style="font-size: 8px;">Last</td> </tr> </table>					First	MI	Last		Today's Date:	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width:25%; height: 20px;"> </td><td style="width:25%; height: 20px;"> </td><td style="width:25%; height: 20px;"> </td><td style="width:25%; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">Month</td><td style="font-size: 8px;">Day</td><td colspan="2" style="font-size: 8px;">Year</td> </tr> </table>					Month	Day	Year	
First	MI	Last																	
Month	Day	Year																	
Division/Department:	Building:	Room #:	Phone #:																
I am: <input type="checkbox"/> Faculty <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Staff Exempt <input type="checkbox"/> Staff Non-Exempt (e.g. SCT) <input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Work Study <input type="checkbox"/> Student Intern <input type="checkbox"/> Guest <input type="checkbox"/> Contract _____ <input type="checkbox"/> _____																			

Action Requested (Circle One) :	Add	Change	Remove
Special Access Requirements: (To be filled out by Head of Division or Department)			
Fund Code (s) Requested – Required for all applicants			
Fund Description	Fund Code/Type	Fund Access Type	Access
		<input type="checkbox"/> Query <input type="checkbox"/> Post <input type="checkbox"/> Both	<input type="checkbox"/> Grant <input type="checkbox"/> Revoke
		<input type="checkbox"/> Query <input type="checkbox"/> Post <input type="checkbox"/> Both	<input type="checkbox"/> Grant <input type="checkbox"/> Revoke
		<input type="checkbox"/> Query <input type="checkbox"/> Post <input type="checkbox"/> Both	<input type="checkbox"/> Grant <input type="checkbox"/> Revoke
Organization Code (s) Requested – Required for all applicants			
Org Description	Org Code	Org Access Type	Access
		<input type="checkbox"/> Query <input type="checkbox"/> Post <input type="checkbox"/> Both	<input type="checkbox"/> Grant <input type="checkbox"/> Revoke
		<input type="checkbox"/> Query <input type="checkbox"/> Post <input type="checkbox"/> Both	<input type="checkbox"/> Grant <input type="checkbox"/> Revoke
		<input type="checkbox"/> Query <input type="checkbox"/> Post <input type="checkbox"/> Both	<input type="checkbox"/> Grant <input type="checkbox"/> Revoke
Finance Needs of User			
<input type="checkbox"/> View Budget/Requisition Forms in Banner		<input type="checkbox"/> Approve Requisitions – Please note \$ level of approval	
<input type="checkbox"/> Prepare Requisitions		if less than "ALL" Approve up to \$ _____	
User Signature: _____			
Head of Division or Department Signature: _____			

Required * ***UC USER NAME** _____

FOR PURCHASING/AP USE ONLY	
Completed By: _____	Date: _____