BANNER FINANCE ACCESS REQUEST
For non-Controller's Office employees in Purchasing, Property Control, Computing Center, Budget Office and Sponsored Programs and Research

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

Department: _____ Campus Email: _____

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

Please check one:

☐ No existing Banner Finance access   ☐ Additional Banner Finance access (add to existing access)

☐ Replace Current Banner Finance access   ☐ Remove current Banner Finance access

Please check all that apply:

☐ Employee works in the Purchasing Department (PUR)   ☐ Employee works in the Budget Office (BUD)

☐ Employee works in Property Control (PC)   ☐ Employee works in Sponsored Programs and Research (GRT)

☐ Employee works in the Computing Center as a programmer supporting Banner Finance (PRM)

☐ Employee needs Web Self-Service access

☐ Employee needs other access. Please list: _____

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.

     Click here for Banner Index/Fund/Orgn List

*Fund	ORGN	*Fund	ORGN	*Fund	ORGN	*Fund	ORGN
1._ _ _ _ _ _	_ _ _ _ _ _	2._ _ _ _ _ _	_ _ _ _ _ _	3._ _ _ _ _ _	_ _ _ _ _ _	4._ _ _ _ _ _	_ _ _ _ _ _
5._ _ _ _ _ _	_ _ _ _ _ _	6._ _ _ _ _ _	_ _ _ _ _ _	7._ _ _ _ _ _	_ _ _ _ _ _	8._ _ _ _ _ _	_ _ _ _ _ _

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

Director/Department Head/Dean: _____ (Please print name)

Director/Department Head/Dean: _____ (Signature)

Employee Signature: _____ ULM Controller Signature: _____

Check Banner instances where security applies: ☐PROD   ☐PPRD   ☐TEST

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