

UHS Finance System Access Form For Budget Office

Last Name: [ ] First Name: [ ] Middle Initial: [ ]
Empl ID/POI ID: [ ] Job Title: [ ]
Campus Phone: [ ] UH Mail Code: [ ]
College/Division: [ ] E-Mail address: [ ]
Department: [ ] Department ID: [ ]

Special Action: [ ] Terminate Access remove all access [ ] Transfer to another Department remove all access

Table with 3 columns: Business Unit, Add, Remove. Rows include University of Houston, UH Clear Lake, UH Victoria, UH Downtown, UH System Administration.

Add Remove

Form with checkboxes for various access levels: Budget Supervisor Level 1, Budget Supervisor Level 2, Budget Staff Level 1, Budget Staff Level 2, Budget Journal Approval Access, GL Journal Approval Access, Voucher Approval Access, Requisition Approval Access, Budget Override Access, Asset Custodian.

Signatures

Individual: \_\_\_\_\_ Date \_\_\_\_\_
Supervisor: \_\_\_\_\_ Date \_\_\_\_\_
Budget Executive Director (UH & UHS) or Campus Security Coordinator: \_\_\_\_\_ Date \_\_\_\_\_