



1. Requesting access for (please check all that apply):  
 Banner       Office Depot       OnBase    initial dept contact?     yes     no
2. Name: \_\_\_\_\_ G # \_\_\_\_\_ E-mail \_\_\_\_\_
3. Department: \_\_\_\_\_

BANNER FINANCE - VIEWING ACCESS

4. List only ORG codes here-(select fund types below)    

--	--	--	--
5. List FUND type(s) needed: (please check all that apply)
- General fund – 110000     all Designated funds – 12xxxx     all Restricted funds – 2xxxxx
- all Auxiliary funds – 3xxxxx     all Endowment funds – 6xxxxx     all Agency funds – 8xxxxx
6. Individual funds (please list):    

--	--	--	--	--

PURCHASING/ON-LINE REQUISITIONS

7. Will user need to create requisitions?     Yes     No
8. If yes, is user authorized to create requisitions on ALL funds/orgs listed above?     Yes     No
9. If no, which funds/orgs should be excluded?
- |  | excluded FUND(s) | excluded ORG(s) |
|--|------------------|-----------------|
|  |                  |                 |
|  |                  |                 |

APPROVALS

10. Will user have approval authority?:  
 (if yes, please fill in information below)     Yes     No
11. Approval Queue (4 digit org level)    What level of authority?  
 (a user may be at more than one level on each approval queue)
- |  | <input type="checkbox"/> | \$1,000 | <input type="checkbox"/> | \$5,000 | <input type="checkbox"/> | \$10,000 | <input type="checkbox"/> | full authority |
|--|--------------------------|---------|--------------------------|---------|--------------------------|----------|--------------------------|----------------|
|  | <input type="checkbox"/> | \$1,000 | <input type="checkbox"/> | \$5,000 | <input type="checkbox"/> | \$10,000 | <input type="checkbox"/> | full authority |
|  | <input type="checkbox"/> | \$1,000 | <input type="checkbox"/> | \$5,000 | <input type="checkbox"/> | \$10,000 | <input type="checkbox"/> | full authority |

OFFICE DEPOT

12. Will user be ordering office supplies thru Office Depot?  
 (if yes, please fill in information below)     Yes     No
- User's email address: \_\_\_\_\_
- User's phone number: \_\_\_\_\_
- Delivery address: \_\_\_\_\_
- Per order spending limit: \_\_\_\_\_
- For orders exceeding the spending limit –  
 list approver's name and email address: \_\_\_\_\_

	FUND	ORG	ACCT	PROGRAM
FOAPS to charge (please list)			7004	
			7004	
			7004	
			7004	

Approval: Dean/Director \_\_\_\_\_ Date: \_\_\_\_\_