



Instructions: Applicant completes pages 1 and 2, signs page 1, and forwards both pages to Financial Manager. Financial Manager reviews both pages, signs page 1 and forwards both pages to Controllers Office.

Section 1: APPLICANT'S INFORMATION

Name (last, first, mid int.): _____ Extension: _____

Banner Dept. Name: _____ YSU E-mail Address: _____

Banner ORG Number: _____ Job Title: _____

↓↓↓ List primary and secondary job-related functions for requested access ↓↓↓

Employment Status: Full-time Faculty Part-time Faculty Full-time Staff Part-time Staff
 Graduate Interns/Assistant Student Assistant

Section 2: APPLICANT'S BANNER FINANCE STATUS AND ACCEPTABLE USE AGREEMENT

- New user requesting Banner Finance for first time
- Current applicant requesting additional / change in existing access rights
- Delete applicant

Applicant's Signature*: _____ Date: _____

***Use of this account is to be consistent with University Policy 4009.01 and Ohio Revised Code 2913. Your signature above indicates that your use of this account will comply with all policies and laws governing the confidentiality of student and employee data. Violations, including improper use of system resources, will result in legal and/or disciplinary action which may include dismissal. You are solely responsible for activity on this account. The sharing of User IDs and passwords is prohibited and is not considered proper authorization for use. Account activity is monitored.**

Section 3: BANNER SYSTEM REQUESTED ACCESS RIGHTS AND APPROVALS

<i>Banner Finance System</i>	<i>Reporting/Document Imaging (Optional)</i>
<input type="checkbox"/> Finance (Controller's Office - data custodian approval) <input type="checkbox"/> Bursar (Bursar's Office - manager approval) ** Be sure that Fin Mgr or Fin Mgr Supervisor for the requested funds/orgs signs below **	WebFocus Access <input type="checkbox"/> Create <input type="checkbox"/> Run <input type="checkbox"/> None BDM Access <input type="radio"/> Yes <input type="radio"/> No

Fin Mgr or Fin Mgr's Supervisor _____ Extension: _____
Print (last, first, middle initial)
(e.g. Dept. Chair/Dean): _____ Date: _____
(Signature)

Section 4: BURSAR USE ONLY - Bursar signature if applicable

Bursar Signature: _____ Extension: _____
(if applicable) Print (last, first, middle initial)
Date: _____



Finance Information

Instructions: For Financial Manager access/approval authority, complete ONLY Sections 2a, 2b or 2c below. Forward this completed page and page 1 to the Controller's Office. For assistance, call Ext. 1716.

NON-FINANCIAL MANAGER (General Finance User)

Section 1: List all FUND/ORGS to which access is requested; checkmark access rights to be granted.

<i>FUND</i> (6-digits)	<i>ORG</i> (6-digits)	<i>Query only</i>	<i>Post Requisitions and Budget Transfers</i>	<i>Delete Access FUND/ORG</i>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL MANAGER (Complete one or more sections below ONLY if requesting Approval Authority.)

Section 2a: REPLACE CURRENT FINANCIAL MANAGER Permanent Temporary

Change Authority From / Remove: _____

Effective Date: Beginning Ending (if applicable)

<i>FUND</i> (6-digits)	<i>ORG</i> (6-digits)	<i>FUND</i> (6-digits)	<i>ORG</i> (6-digits)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 2b: ADDITIONAL FINANCIAL MANAGER Permanent Temporary

Effective Date: Beginning Ending (if applicable)

<i>FUND</i> (6-digits)	<i>ORG</i> (6-digits)	<i>FUND / ORG title</i>
_____	_____	_____
_____	_____	_____

Section 2c: NEW FUND/ORG Permanent Temporary

Effective Date: Beginning Ending (if applicable)

<i>FUND</i> (6-digits)	<i>ORG</i> (6-digits)	<i>FUND / ORG title</i>
_____	_____	_____
_____	_____	_____

FOR INTERNAL USE ONLY		ODS: <input type="checkbox"/> Add <input type="checkbox"/> Delete
Assigned Classes: <input type="checkbox"/> DEPT <input type="checkbox"/> OTHER _____	Finance Security Officer _____	Date _____
Data Custodian Approval _____		Date _____
<i>Distribution: Controller's Office / IT Services</i>		