

## Banner Finance Systems Access Form Finance and OSP Staff Form

Last Name	First Name	Department	Banner Username
Email	Extension	Position	Person Replacing

**Add Access**

Enter Journal Entries  
 On-Line Budget/Financial Query  
 Running Financial Reports  
 Enter Purchase Requisitions  
 Reconcile Procurement Cards  
 Run Dept Monthly Payroll Report  
 Approve Purchase Requisitions  
 Approve Invoices  
 Approve Journal Entries  
 Approve NSF  
 Approve Purchase Orders  
 Bank Reconciliations  
 Tax Processing

**Delete Access**

Accounts Payable – Staff  
 Accounts Payable – Supervisor  
 Purchasing – Staff  
 Purchasing – Supervisor  
 Purchasing – Pcard Maint  
 PO Receiving Query  
 Finance Operations (COA,Posting,Security)  
 Charts of Accounts Set Up  
 Budget Entry/Operations  
 Endowment Operations  
 Grants Accounting – Staff  
 Grants Accounting – Supervisor  
 Payroll Dept Only Query

Access to:	Master Fund - Yes	Master Organization - Yes	
Fund Number/Type	Organization Number	Fund Number/Type	Organization Number

### Confidentiality Statement

I understand that the following information may not be released, verbally or in writing, to ANY unauthorized person as mandated by the Privacy act of 1974:

Grades, grade point average, class rank, academic dismissal, hours attempted earned or transferred, student account balances, financial aid received or pending, employment status or employer, disciplinary action or law enforcement records, personal counseling records, medical records, student numbers or social security numbers.

I further understand that falsifying or otherwise altering information, either within a student or employee files or the university's database, is a violation of university policy, and federal regulations. The sharing of passwords or allowing others to perform work using your password is prohibited. Students and/or employees who violate university policy are subject to disciplinary actions up to and including dismissal.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Module Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Computing Signature

\_\_\_\_\_  
Date