

**Banner Finance Systems Access Form
Administrative Staff Form**

Last Name	First Name	Department	Banner Username
Email	Extension	Position	
Add Access		Transfer to Department:	Person Replacing:
Delete Access			

Enter Purchase Requisitions
Reconcile Procurement Cards
Online Query of Budget and Financial Transactions
Run Monthly Budget/Financial Transaction Reports
Run Monthly Payroll Transaction Reports
Enter Journal Entries
Run Monthly Contracts & Grants Reports
Approve Purchase Requisitions in Banner
Other Access (write in form/report name):

Access to:

Fund Number	Organization Number	Fund Number	Organization Number
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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.

<hr/> User Signature	<hr/> Date
<hr/> Department Head Signature	<hr/> Date
<hr/> Module Manager Signature	<hr/> Date
<hr/> Administrative Computing Signature	<hr/> Date