



FINANCE SYSTEMS SECURITY ACCESS REQUEST FORM

INSTRUCTIONS

- NEW FISCAL OFFICERS MUST COMPLETE A SIGNATURE CARD PRIOR TO SUBMITTING THIS FORM.
- YOU MUST COMPLETE CSU-BUY TRAINING WITH PURCHASING TO GAIN ACCESS.
- YOU MUST COMPLETE ON-LINE BUDGET TRANSFER TRAINING WITH BUDGET TO GAIN ACCESS.
- THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BY THE END USER AND SUBMITTED TO ONE OF THE DEPARTMENTS LISTED IN THE ROUTING QUEUE BELOW. (ATTACH ANOTHER SHEET IF NEEDED)

ROUTING QUEUE (FOR OFFICE USE ONLY)

DEPARTMENT	LOCATION/PHONE	REASON	SIGNATURE	DATE
ACCOUNTING	ADM 213 – X3562	SIGNATURE CARD		
BUDGET	ADM 304 – X2063	BUDGET TRANSFER TRAINING		
PURCHASING	ADM 208 – X2424	CSU-BUY TRAINING		
FINANCE	ADM 304B – X5343	CSU XPRESS QUERY ACCESS		

END USER INFORMATION

YOUR NAME		PHONE	
DEPARTMENT NAME		PHONE	
BANNER USER NAME		UID	
EMAIL ADDRESS		FAX	

CSU X-PRESS/FINANCE ON-LINE BUDGET TRANSFER ORIGINATOR

√	FUND	ORG	PROG	FISCAL OFFICER YES OR NO	REASON, IF YOU ARE NOT THE FISCAL OFFICER

CSU X-PRESS/FINANCE ON-LINE BUDGET TRANSFER APPROVER

√	FUND	ORG	PROG	FISCAL OFFICER YES OR NO	TITLE



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CSU-BUY REQUESTOR

√	FUND	ORG	PROG	\$ LIMIT	BACK-UP NAME	BACK-UP BANNER USER NAME

CSU-BUY APPROVER

√	FUND	ORG	PROG	\$ LIMIT	BACK-UP NAME	BACK-UP BANNER USER NAME

OTHER FINANCE AUTHORIZATION(S) ACCESS

√	NAME	REASON
	CSU Xpress Payroll Expense Detail Access	

REMOVE FINANCE ACCESS

FUND	ORG	NAME	REASON

APPROVAL QUEUE:

_____	_____	_____
END USER (PRINT)	SIGNATURE	DATE
_____	_____	_____
FISCAL OFFICER (PRINT)	SIGNATURE	DATE
_____	_____	_____
DEAN OR CHAIR, IF APPLICABLE (PRINT)	SIGNATURE	DATE
_____	_____	_____
VICE-PRESIDENT OR PROVOST (PRINT)	SIGNATURE	DATE
_____	_____	_____
PRESIDENT, IF APPLICABLE (PRINT)	SIGNATURE	DATE