

SAMFORD UNIVERSITY BANNER FINANCE SECURITY REQUEST FORM

Name: _____ Email: _____ @samford.edu

Telephone: _____ Title: _____

Request for new Banner Account: Yes No

If yes, date navigation training completed _____
 (Check 'NO' if a Banner account is already established. If a new account is required, Banner navigation training is required before security can be activated.)

Security Class requested: (Please choose only one)

- Budget Manager (SU_BUDGETMGR_C)
 (Responsible for departmental budget - query and posting access)
- Budget Administrator (SU_FINADM_C)
 (Responsible for reviewing departmental budget – query and posting access)
- Requisition Processor (SU_REQUISITION_C)
 (Process requisitions only – no query access, cannot access budget information)

Org Security

Please list below the 6 digit Org code(s) and related description(s) for which access is being requested.

Access Request Type (Check One)		Org Code	Org Description
Add	Remove	(6 digit number)	

Fund Security

Please list below the 6 digit Fund code(s) and related description(s) for which access is being requested.

Access Request Type (Check One)		Fund Code	Fund Description
Add	Remove	(6 digit number)	

I certify that all above information is accurate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

(Both Signatures are required. Incomplete information will cause the form to be returned.)

Please forward completed form to Compliance Office, Samford Hall, Room 206 or fax to x4010.

Finance Security Use Only

Finance Security Administrator Signature: _____

FOMPROF Updated _____ **Form Received** _____