REQUEST FOR FINANCIAL SYSTEM ACCOUNTS PAYABLE ACCESS

University of Houston System

Effective Date

M	M	D	D	Y	Y	Y	Y

Action Requested:

☐ Set Initial Security ☐ **A**dd Operator Class(es) ☐ **D**elete Security Class(es) ☐ Inactivate All Access

Employee Information

Name: *LAST NAME,FIRST NAME MIDDLE INITIAL*

EmplID ☐☐☐☐☐☐☐☐☐ OperID ☐☐☐☐☐☐☐☐☐

I understand that access to University of Houston Financial Systems is to be used for the conducting of official university business only.

Employee Signature: _____ Date: _____

I certify that this application for Operator ID is necessary for the conducting of official university business.

Manager Signature: _____ Date: _____

To be completed by manager: *Use **A** to indicate access to be added/**D** to indicate access to be deleted.*

Organizational Access Requested:

☐ Processing ☐ Institutional ☐ Division/College ☐ Department

Operational Access Requested

☐ Management ☐ Supervisor ☐ Operator ☐ Inquiry ☐ None ☐ Special _____

Payables Operator Preferences:

Origin: _____ ☐ Do Not Chk Amt ☐ Chk Amt Entry Limit: _____

☐ Enter in Grps ☐ Post ☐ Manual Schd ☐ O/R Match ☐ Budget O/R ☐ BP O/R

☐ Enter Vndr ☐ Inactivate Vendor

Security Administration

Operator Classes Assigned:

☐ DEPT_VCH
☐ DEPT_INQ
☐ APVND_U
☐ APSTD_VC
☐ AP_AUDIT
☐ AP_DRCTR
☐ TREASURY
☐ VNDR_INQ

☐ Operator Preferences Confirmed

Admin Name: _____ Date: _____