REQUEST FOR FINANCIAL SYSTEM PURCHASING 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 _____

Purchasing Operator Preferences:

Location Origin Dept

Rqstr

RFQ Act ☐ App ☐ Entr ☐ Hold ☐ Cls Req Action ☐ App ☐ Cncl ☐ Chng ☐ O/R Vndr

PO Action ☐ App ☐ Work ☐ Cncl Buyer Auth - All ☐ Full ☐ Add ☐ Upd ☐ Cncl

Quote BU Default Begin

☐ Budget O/R ☐ BP O/R ☐ Enter Vndr ☐ Inactivate Vendor

Security Administration

Operator Classes Assigned:

☐ POORD_C	☐ POPR_REQ	☐ POREQ_C	☐ POVND_C	☐ POSRC_I
☐ POORD_I	☐ POPR_SET	☐ POREQ_I	☐ POVND_I	☐ POSRC_U
☐ POPNLS	☐ POPR_VND	☐ POSET_C	☐ POVND_U	
☐ POPR_ORD	☐ PORCV_C	☐ POSET_I		
☐ POPR_RCV	☐ PORCV_I	☐ POSET_U		

☐ Operator Preferences Confirmed Admin Name: _____ Date: _____