REQUEST FOR FINANCIAL SYSTEM PURCHASING ACCESS
University of Houston System

Effective Date  

Action Requested: 
- [ ] Set Initial Security  - [ ] Add Operator Class(es)  - [ ] Delete 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 Purchasing Office: 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  - [ ] POPPR_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: ______________________