

**UHS Finance System Access Form - Special Functions**

Last Name:

First Name:

Middle Initial:

Empl ID/POI ID:

Job Title:

Campus Phone:

UH Mail Code:

College/Division:

E-Mail address:

Department:

Department ID:

**Special Action:**

Terminate Access remove all access

Transfer to another Department remove all access

**Business Unit**

**Add**

**Remove**

00730 - University of Houston

00759 - UH Clear Lake

00765 - UH Victoria

00784 - UH Downtown

00783 - UH System Administration

**Add      Remove**

**View Documents (Secure and Non-Secure) for Budget Journals**

**View Documents (Secure and Non-Secure) for GL Journals**

**View Documents (Secure and Non-Secure) for Procurement/Travel Card**

**View Documents (Secure and Non-Secure) for Requisitions**

**View Documents (Secure and Non-Secure) for Vouchers**

**View State TINS Report**

**Public Query Add/Update/Delete (UH only)**

**Tree Manager Update (UH only)**

**Signatures**

Individual: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Director, Financial Computing (UH & UHS) or Campus Security Coordinator : \_\_\_\_\_ Date \_\_\_\_\_