

UHS Finance System Access Form

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Empl ID/POI ID:	<input type="text"/>	Job Title:	<input type="text"/>		
Campus Phone:	<input type="text"/>	UH Mail Code:	<input type="text"/>		
College/Division:	<input type="text"/>	E-Mail address:	<input type="text"/>		
Department:	<input type="text"/>	Department ID:	<input type="text"/>		

Special Action:

Terminate Access
 Transfer to another Department

Business Unit Access	Business Unit	Add	Remove
	00730 - University of Houston	<input type="radio"/>	<input type="radio"/>
	00759 - UH Clear Lake	<input type="radio"/>	<input type="radio"/>
	00765 - UH Victoria	<input type="radio"/>	<input type="radio"/>
	00783 - UH System Administration	<input type="radio"/>	<input type="radio"/>
	00784 - UH Downtown	<input type="radio"/>	<input type="radio"/>

Financial Access

Type of Access	Add	Remove	Approval Role	Training Completion Date	College/Division Administrator Approval Signature
Create Budget Journals	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	_____	_____
Create Journals	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	_____	_____
Create Vouchers	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	_____	_____
Create Requisitions	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	_____	_____
Requester of Requisitions	<input type="radio"/>	<input type="radio"/>		_____	_____
Maintain Charfield One Values	<input type="radio"/>	<input type="radio"/>		_____	_____
Asset Management Custodian	<input type="radio"/>	<input type="radio"/>		_____	_____
PCard/TCard Document Upload	<input type="radio"/>	<input type="radio"/>		N/A	_____
View Only All Financial Data	<input type="radio"/>	<input type="radio"/>		_____	_____

Special Instructions:

Signatures

Required Signatures	Individual: _____	Date: _____
	Supervisor/Administrator: _____	Date: _____
Finance Office Only	Campus Security: _____	Date: _____
	Budget Office Security: _____	Date: _____
	Asset Management Security: _____	Date: _____
	Security Updated: _____	Date: _____