

FSTX01

UHS Finance System Access Form For TAX Accounting

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

TAX Department Supervisor
View AP/PO/GL/Budget, view all documents (secured & non secured) for vouchers

TAX Department Staff
View AP/PO/GL/Budget, view documents for Procurement/Travel card

Voucher Approval Access Creator Intermediate TAX approver

Signatures

Individual: _____ Date _____

Supervisor: _____ Date _____

TAX Director: _____ Date _____