# Financial 2000 Access Form

*Name: _____ Phone: (_____) _____ext._____

*Hire Dates based on approval from Human Resources: _____ / _____ / _20____ to _____ / _____ / _20____

*Job Title: _____ (i.e. Consultant/company, substitute, short term, student, etc…)

*Position: _____ (i.e. Director, Administrative Secretary I or II, Accounting Tech I, etc…)

*Name of previous faculty/staff member holding the position: _____

*Department: _____ Office Location/Bldg.: _____

• Please describe access is being requested.

| Application: | | Budget Account Access: List Account Number, Program Code, SubProgram Code & Department |
|---|---|---|
| Accounts Lookup | ☐ | |
| EduReports 3.0 | ☐ | |
| Purchasing Requisition Entry | ☐ | |
| EPICS/Employee Position System | ☐ | |
| Fixed Assets | ☐ | |
| Purchasing Requisition Approval | ☐ | |

Approved: _____  Approved: _____
_Supervisor/Dean/Director **Signature**_  _Supervisor/Dean/Director Name **Printed**_

| Personnel Use | DATE | INITIAL |
|---|---|---|
| Username: | | |
| Temporary Password: | | |
| Access REMOVAL | | |