



Budget Web Application SECURITY AUTHORIZATION FORM

Minnesota
STATE COLLEGES
& UNIVERSITIES

USER INFORMATION:

Name: _____
(Please Print)

New User Change to an Existing User

Position: _____

User / Tech ID _____

Institution: _____

E-Mail Address _____

Phone Number _____

Date: _____

Personnel Expense Manager

Add Delete

Definition: User of the Budget application who has view, create, update and delete rights to all personnel expense processes of the Budget web application. Typical users: Chief Financial Officer and Budget Officer.

Personnel Expense Viewer

Add Delete

Definition: User of the Budget application who has view rights to all processes of the Budget web application. Typical users: Campus Budget staff, Office of the Chancellor Budget staff, and Office of Chancellor IT help desk staff.

AUTHORIZATIONS:

By my signature below I verify that the above user has a bona fide business reason for the security profile requested:

User's Immediate Supervisor: _____ Title: _____
(Please Print) (Please Print)

Immediate Supervisor's Signature: _____ Date: _____

By my signature below I verify the above user has a bona fide business reason for the security profile requested, therefore I grant approval:

Campus CFO: _____ Print Name : _____ Date: _____
(Signature)

Tech ID: _____

Fax To:
Office of the Chancellor
Voice: 651-201-1442
Fax: 651-917-4731