

<h2 style="margin: 0;">SECTION 1</h2> <p style="margin: 5px 0;">To be completed by the Requestor</p>	<b>Personal Identification and Information</b>				
	Last Name			Z-Number	
	First Name			Username	
	Staff	Faculty	Adjunct	TES	Student Worker
Department					
I have read, understand, and will abide by the rules set forth in the Information Technology Services Standards. <a href="http://www.stockton.edu/acceptable-use">www.stockton.edu/acceptable-use</a>					
Requestor Signature _____				Date _____	

<h2 style="margin: 0;">SECTION 2</h2> <p style="margin: 5px 0;">To be completed by Manager/Supervisor</p>	<b>Request Details</b>																										
	Type of Access Role		End User		Approver																						
	Clone Access From User?		Username Clone:																								
	Approval Queues name(s)																										
<p style="text-align: center;"><b>Funds / Org Access - Must list ALL Requested</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">FUND</th> <th style="width: 50%; text-align: center;">ORG</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>						FUND	ORG	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____																										
Budget Unit Manager			Department																								
Budget Unit Manager Signature _____				Date _____																							

<h2 style="margin: 0;">SECTION 3</h2>	<b>RETURN COMPLETED FORM TO MARY HUGHES (mary.hughes@stockton.edu)</b>	
	Queues Created _____	
	Actions Taken _____	

**QUESTIONS?** If you have any questions about Finance Access or this form, Please call x4271 or email [finance.security@stockton.edu](mailto:finance.security@stockton.edu)

Stockton University  
Banner Finance Access Request Form  
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Office of Information Security  
[information.security@stockton.edu](mailto:information.security@stockton.edu)

