LAKE SUPERIOR STATE UNIVERSITY
Banner Finance User Access Request

This form is required for new employee who needs access to Banner Finance or anyone who needs to change his/her Banner Finance access set-up. Users that are new to the system will need to request an Oracle ID separately.

Action Requested:

Please   ADD ☐ **the following employee's access within my area of responsibility:**
CHANGE ☐
REMOVE ☐

NAME: _____

JOB TITLE: _____

EMAIL _____

*If the employee should have the same access as someone who has current access, please list
that person: _____

List FOAPAL elements and indicate tasks the employee will require access to (roll-ups may be listed):

Org Name	Org Number

Fund Name	Fund Number

Grant Name	Grant Number

Finance Needs of User:

Receive/view Monthly Budget Reports _____

View budget/requisition forms in Banner _____

Prepare purchase requisitions _____

Approve requisitions _____

Prepare requisitions in Self Serv _____

View budget forms in Self Serv _____

Reason to Remove:

Transfer to other department _____

Termination _____

Other _____ _____

Authorization:

Supervisor of employee added/changed _____

          Signature   Date

Return completed form to Business Office

ADMINISTRATIVE USE				
Business Office Requestor/Approval		FOMPROF	Date	Initials
System: Finance	BANSECR Class			
Oracle ID			Date	Initials
Contact or Email when done:				

6-16-05 JLC

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