

SACRED HEART UNIVERSITY – ADMINISTRATIVE INFORMATION TECHNOLOGY

REQUEST FOR BUDGET INQUIRY ACCOUNT FORM

SECTION 1: *To be filled out by the individual requesting on-line budget inquiry access*

NAME: _____

DEPARTMENT: _____

OFFICE LOCATION: _____

SECTION 2: *To be filled out by Vice President or Academic Dean of your division*

List all of the fund-unit combinations that the above individual can access (salary lines associated with the below fund-unit combinations will not be included in account):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of VP/Dean: _____

Date: _____ / _____ / _____

SECTION 3: *To be filled out by Administrative IT*

Account Name: _____ Account Created: ____ / ____ / ____

Server: _____ Account Deleted: ____ / ____ / ____

Parent Account: _____