REQUEST FOR BUDGET INQUIRY ACCOUNT FORM

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

NAME: ____________________________________________________
ID NUMBER (7 digits): _______________________________________
DEPARTMENT: _______________________________________________
OFFICE LOCATION: __________________________________________

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

List all of the account combinations that the above individual can access. Salary lines associated with the below fund-unit combinations will not be included in account. Example of account combination 10-06140:

___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________
___________________  ____________________  ________________  ___________________

Signature of VP/Dean: __________________________________________
Date: __________ / __________ / __________

SECTION 3: To be filled out by Administrative IT

Incident/Work Order #: ______________
Completed by: __________________________________________