

**SAMFORD UNIVERSITY
ADDENDUM TO CONFIDENTIALITY-SECURITY AGREEMENT
COMPUTER & TELECOMMUNICATION SERVICES**

This is an addendum to the CONFIDENTIALITY-SECURITY AGREEMENT I signed earlier and any data made available to me as requested and authorized below will be use according to the terms and conditions of that agreement.

One form should be completed for each application and sent to the appropriate Application Security Leader by the department head.

APPLICATION

Financial Records System
Alumni Development System
Human Resources System

APPLICATION SECURITY LEADER

James F. Cook, Controller, ext. 2808
Judi F. Aucoin, Research & Development Systems, ext. 2728
Fred Rogan, Human Resources, ext. 2837

Employee Name (Typed or Printed)

Title

Telephone Extension

Department or Unit

Reasons(s) for Use:

<p><u>Financial Records System</u> Responsibilities will include, check all that apply: <input type="checkbox"/> Inquiry on All Department Accounts <input type="checkbox"/> Inquiry on Specific Accounts (List Accounts Below) <input type="checkbox"/> Purchase Requisition Approval (List Accounts Below) <input type="checkbox"/> Purchase Requisition Creation (List Accounts Below) <input type="checkbox"/> Financial Records System FOCUS/download/ODBC <input type="checkbox"/> Other. List Account Number(s) (six digits) _____</p>
<p><u>Alumni Development System</u> Use of Alumni Development System is limited to Samford University Alumni and Development person. Request for use should be discussed with Alumni Development System Application Leader, extension 2728. _____</p>
<p><u>Human Resources System</u> Use of Human Resources is limited to Human Resources and Payroll personnel. Requests for use should be discussed with Human Resources Application Security Leader, extension 2837. _____</p>

Employee Signature

Date

Department Head Signature

Date

Application Security Leader Signature
Revised: 02/08

Date

Approval Granted (Yes/No)