SAMFORD UNIVERSITY BANNER FINANCE SECURITY REQUEST FORM

Name: ___________________________ Email: ________________ @samford.edu

Telephone: _______________ Title: _______________________________________________________

Request for new Banner Account: [ ] Yes [ ] No

If yes, date navigation training completed ____________

(Check ‘NO’ if a Banner account is already established. If a new account is required, Banner navigation training is required before security can be activated.)

Security Class requested: (Please choose only one)

[ ] Budget Manager (SU_BUDGETMGR_C)
   (Responsible for departmental budget - query and posting access)

[ ] Budget Administrator (SU_FINADM_C)
   (Responsible for reviewing departmental budget – query and posting access)

[ ] Requisition Processor (SU_REQUISITION_C)
   (Process requisitions only – no query access, cannot access budget information)

Org Security

Please list below the 6 digit Org code(s) and related description(s) for which access is being requested.

<table>
<thead>
<tr>
<th>Access Request Type (Check One)</th>
<th>Org Code (6 digit number)</th>
<th>Org Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove</td>
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<td></td>
</tr>
</tbody>
</table>

Fund Security

Please list below the 6 digit Fund code(s) and related description(s) for which access is being requested.

<table>
<thead>
<tr>
<th>Access Request Type (Check One)</th>
<th>Fund Code (6 digit number)</th>
<th>Fund Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
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<td>Remove</td>
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</tbody>
</table>

I certify that all above information is accurate.

Employee Signature: ___________________________________________ Date: ____________________

Supervisor Signature: _________________________________________ Date: ____________________

(Both Signatures are required. Incomplete information will cause the form to be returned.)

Please forward completed form to Accounting & Financial Services, Samford Hall, Room 105.

Finance Security Use Only

Finance Security Administrator Signature: ___________________________________________

FOMPROF Updated _______________________  Form Received ________________________

Banner Finance Security Request  Updated 09/19/2022