



**UHCL FINANCE SECURITY ACCESS REQUEST FORM**

Employee Name:

\_\_\_\_\_  
Last Name, First Name, MI

Employee ID:

Job Title:

Department ID:

Department Name:

Building Location:

Room Number:

Email Address:

Employee Signature: \_\_\_\_\_

**PeopleSoft Finance Access/Training Needed:**

Financial Access:				Approval		List	Training
	Add	Change	Delete	Role	Source	Add'l Sources	Completion Date
Introduction to PS Finance							_____
Create Budget Journals				_____	_____	_____	_____
Create GL Journal Entries				_____	_____	_____	_____
Create Vouchers				_____	_____	_____	_____
Create Requisitions				_____	_____	_____	_____
Buyer (Create Purchase Orders)				_____	_____	_____	_____
Reports & Queries							_____
Pcard							_____
				Purchasing PCard Administrator Approval			_____

Special Instructions:

**Signatures:**

Supervisor Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief/Div Bus Admin Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Admin Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PS Finance Distrib List: \_\_\_\_\_ HRMS Training Update: \_\_\_\_\_ Emailed: \_\_\_\_\_