

General Ledger/Purchasing Change Access Form

Employee Name _____ University ID # _____

This form **will not** be processed without the University ID Number

Department _____ Extension _____

Today's Date: _____

Supervisor Signature _____

Instructions: This form should be used only to change existing access to general ledger/requisition departments and lines or approval limits. Complete the appropriate section(s) below.

Change of Access to budget line types: Check only if you are changing your existing access to the type of budget lines.

Salary (allows user to see lump sum salary amounts)	_____	Add	_____	Delete
Income (allows user to see tuition and income lines and amounts)	_____	Add	_____	Delete
Expense (allows users to see expense lines and amounts i.e. postage, travel, etc.)	_____	Add	_____	Delete

Change of Access to General Ledger/Requisition Department Lines: List the new department numbers to be added or list existing department numbers to be deleted.

Department Numbers to be Added

Department Numbers to be Deleted

Change of Access to Approval Limits: List the **new** approval limit amounts for each category.

What is the maximum requisition amount this individual can approve? _____

What is the maximum invoice amount this individual can approve? _____

For Office Use Only

Comments:			
Completed/Notified By:	Date:	RSGL Completed By:	Date: