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|  | St. John’s University Office of Business Affairs |

## Finance Access Request Form

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| **Requestor Information** |
| |  |  |  |  | | --- | --- | --- | --- | | Department: | Choose an item. | Org: |  | |
| |  |  |  |  | | --- | --- | --- | --- | | Name: |  |  |  | |  | Last | First |  | |
| |  |  | | --- | --- | | Xnumber: |  | | Banner ID\*: |  | | Job Title: |  | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Faculty |  | Administrator |  | Staff |  | Student | |
| **UIS Access Request** |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Finance Tab in UIS |  | Check Requisition Link |  | Purchase Requisition Link |  |  |  |  |   Budget Fund-Org Access   |  |  |  |  | | --- | --- | --- | --- | | Fund | Org | Query Access | Transfer Access | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Please note that transfers access is restricted to only operating fund 1110 orgs as of the date of this form |
| **Banner Finance Access Request** |
| Please list all Banner Finance forms needed: |
| Description of Duties (as it relates to access request): |
|  |
| **Approval** |
| |  |  |  | | --- | --- | --- | | Budget Administrator Name: |  |  | |
| |  |  | | --- | --- | |  |  | | Budget Administrator Signature | Date | |

\*Please note that a Banner ID is REQUIRED for Budget Access both in UIS and in Banner. If a Banner ID is needed, please fill out an IT request form and send to IT.

Access to Budget Administrator Rights and Privileges is a separate process. Please contact Martha Simone ([simonem1@stjohns.edu](mailto:simonem1@stjohns.edu)) or Victoria Balkon ([colev@stjohns.edu](mailto:colev@stjohns.edu)) for further information.