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|  | St. John’s UniversityOffice of Business Affairs |

## Finance Access Request Form

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| **Requestor Information** |
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| Department: | Choose an item. | Org: |  |

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| Name: |  |  |  |
|  | Last | First |  |

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| Xnumber: |  |
| Banner ID\*: |  |
| Job Title: |  |

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|[ ]  Faculty |[ ]  Administrator |[ ]  Staff |[ ]  Student |

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| **UIS Access Request** |
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|[ ]  Finance Tab in UIS |[ ]  Check Requisition Link |[ ]  Purchase Requisition Link |  |  |  |  |

Budget Fund-Org Access

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| Fund | Org | Query Access | Transfer Access |
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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** |
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| Budget Administrator Name: |  |  |

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| Budget Administrator Signature | Date |

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\*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) or Victoria Balkon (colev@stjohns.edu) for further information.