

BANNER Finance Privilege Request Form



Name (printed):			
MCTC ID#:		Phone #:	
MCTCNet Username:		Department:	

Requestor's Signature:		Date:	
------------------------	--	-------	--

Document Inquiry:	Document Entry:
<input type="checkbox"/> Payment / Purchasing / Receiving – Allows user to view the tracking of items requested for purchase.	<input type="checkbox"/> Requisition – Allows the user to initiate and query purchase requests.
<input type="checkbox"/> General Ledger / Trial Balance / Accounting – Allows users to view accounting information.	<input type="checkbox"/> General Encumbrances – Allows users to reserve funds for future commitments.
<input type="checkbox"/> Budget Information – Allows users to view budget information	<input type="checkbox"/> Electronic Approvals – Allows the user to approve requisitions and general encumbrances.

BANNER Finance Fund/Org. Access:

Identify the funds and organizations to which the individual will need access. On a fund/org by fund/org basis select: **Query (Q)** access if information can be viewed but no requisitions or encumbrances can be entered; **Update (U)** access if the user should be able to enter requisitions and encumbrances as checked above. **If desired:** Select **Electronic Approval (A)** access if the user should be able to approve requisitions and encumbrances for that organization number.

FUND:				ORG:				
Fund:		<input type="radio"/> Q	<input type="radio"/> U	Org:		<input type="radio"/> Q	<input type="radio"/> U	<input type="radio"/> A
Fund:		<input type="radio"/> Q	<input type="radio"/> U	Org:		<input type="radio"/> Q	<input type="radio"/> U	<input type="radio"/> A
Fund:		<input type="radio"/> Q	<input type="radio"/> U	Org:		<input type="radio"/> Q	<input type="radio"/> U	<input type="radio"/> A
Fund:		<input type="radio"/> Q	<input type="radio"/> U	Org:		<input type="radio"/> Q	<input type="radio"/> U	<input type="radio"/> A

Supervisor Name:			
Signature:		Date:	
Dean's Name:			
Signature:		Date:	
Business Services Name:			
Signature:		Date:	

Questions about this form should be directed to Information Services at 710-3472.
After completing this form, please forward to the office of Information Services.