BANNER Cashier Privilege Request Form

MOUNTWEST
COMMUNITY AND TECHNICAL COLLEGE

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

Requestor's Signature:		**Date:**	

BANNER Access Type:	☐ Restricted User	☐ Supervisor

BANNER Category Code Access:

Restricted User
Identify the categories to which the individual will need access:

> Select the **CHARGE (C)** access if the user should be able to initiate charges in this category.
> Select **PAYMENT (P)** access if the user should be able to enter payments in this category.
> Select **BOTH (B)** if the user should be able to initiate charges and enter payments in this category.

Supervisor
Identify the Cashier username(s) to be assigned to the supervisor.

Code:		○ C ○ P ○ B	Username:	
Code:		○ C ○ P ○ B	**Username:**	
Code:		○ C ○ P ○ B	**Username:**	
Code:		○ C ○ P ○ B	**Username:**	

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.