UCSC FMW WEB BUDGET SYSTEM ACCESS REQUEST

REQUEST DATE: _____

NAME: _____   EMPLOYEE ID: _____

TITLE: _____   E-MAIL: _____

UNIT: _____   PHONE: _____

DIVISION: _____

Action Request: **Type of Access:**

☐ Establish NEW account   ☐ View only user

☐ MODIFY account   ☐ Transactional user

☐ REVOKE account

Authorization Requested for Transactional User:

☐ Delegation of authority to post transactions/modications to all versions and organization codes
indicated below. This delegation does not pre-empt local Divisional control procedures.

Versions		Level	Title	Code(s)
☐ Permanent Budget - Journals	☐	Organization Level 2	_____	_____
☐ Staff - Staffing List/Provisions	☐	Organization Level 3	_____	_____
☐ Academic - Staffing List/Provisions	☐	Central Office/Campuswide		
☐ Operating Budget - Forecasting				

Submit completed access authorization for to the Office of Planning and Budget.

Divisional Authorization:

Employee Signature: _____   Date: _____

Unit Head Signature: _____   Date: _____

Principal/Administrative
Officer (or Designee): _____   Date: _____