SNC BANNER FINANCE ACCESS REQUEST FORM

Name _____ **SNC ID#** _____

Access to financial information through the Banner Finance module or Business Objects reports is accomplished through supervisory authorization and training. Part of the authorization involves supervisory identification of fund and organization (org) code security rights. Please use this form to request access for new users and to authorize fund/organization code rights for both new and existing users.

Check One:

☐ Request for a new user and authorization of fund/organization code rights.

☐ Request for changes to an existing users' fund/organization code rights.

Org Security

Please list below the 6 digit Org code(s) and related description(s) for which access is being requested. Org codes can be used with any combination of fund codes for which the user has rights.

Access Request Type (check one)		**Org Code** (6 digit number)	**Org Description**
Add	**Remove**		
☐	☐		
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Fund Security

Please list below the 6 digit fund code(s) and related description(s) for which access is being requested. Fund codes can be used with any combination of org codes for which the user has rights.

Access Request Type (check one)		**Fund Code** (6 digit number)	**Fund Description**
Add	**Remove**		
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Supervisory authorization: _____ Date: _____

Please forward completed form to Matt Clark in Todd WehrM18