|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1: User Information, security authorization is being requested for the person identified below** | | | | |
| **Name:** | **TXState NetID:** | | **Classification:  Faculty/Staff  Temporary Employee**  **(pick one)  Student Employee  Consultant  Special/Guest** | |
| **Department Name:** | **Office Building & Room:** | | | **Phone Number:** |
| **Authorization Effective Dates**  **From:**       **To:** | | **Reason for request:  New Hire  Termination**  **(pick one)  Change of Job Duties  Transfer between Departments**  **Account Manager Change**  **Other:** | | |

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| **Section 2: Action, Role & Account Code** | | | | | | | | | |
| **DELETE ALL Roles** | | | | | | | | | |
| **a. General Display and Entry (no account code required)** | | | | | | | | | |
| **DELETE**  **ADD** | **Budget Display** | | | | **DELETE**  **ADD** | **LSO Followup Administrator** | | | |
| **DELETE**  **ADD** | **Budget Revisions** | | | | **DELETE**  **ADD** | **Purchasing Display** | | | |
| **DELETE**  **ADD** | **Departmental Receipting (SBS only)** | | | | **DELETE**  **ADD** | **Requisition Entry** | | | |
| **DELETE**  **ADD** | **General Financial Display** | | | | **DELETE**  **ADD** | **Travel Assistant (Requires completion of Travel Tracks training and additional Approval - see page 2) ✈** | | | |
| **DELETE**  **ADD** | **General Grant Display** | | | |  |  | | | |
| **b. Restricted Displays and Entry (must specify applicable account codes\*)** | | | | | | | | | |
| **DELETE**  **ADD** | | **Budget Restricted Display** | **Fund Centers** |  | | |  |  |  |
|  | | |  |  |  |
| **Funded Prgrms**  **Ex: 9#########** |  | | |  |  |  |
|  | | |  |  |  |
| **DELETE**  **ADD** | | **Financial Restricted Display for Statistical Orders** | **Internal Order**  **Ex: 5#########** |  | | |  |  |  |
|  | | |  |  |  |
| **DELETE**  **ADD** | | **Grant Restricted Display** | **Internal Orders**  **Ex: 80########** |  | | |  |  |  |
|  | | |  |  |  |
| **WBS**  **Ex: 89########** |  | | |  |  |  |
|  | | |  |  |  |
| **DELETE**  **ADD** | | **Requisition Approval** | **Internal Orders** |  | | |  |  |  |
|  | | |  |  |  |
| **Cost Centers** |  | | |  |  |  |
|  | | |  |  |  |
| **WBS** |  | | |  |  |  |
|  | | |  |  |  |
| **DELETE**  **ADD** | | **TSUS Marketplace Approval**  **(*must have Requisition Approval role*)** | **Internal Orders** |  | | |  |  |  |
|  | | |  |  |  |
| **Cost Centers** |  | | |  |  |  |
|  | | |  |  |  |
| **Comments:** | | | | | | | | | |

*\*Ranges may be used. If entering information on screen, account code boxes will expand. If using a hardcopy and adequate space is not provided, supply remaining responsible areas on an additional SAP departmental user access request form.*

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| --- | --- | --- | --- |
| **Section 3: Requestor & Account Manager Information** | | | |
| **Requested By:** | **TXState NetID:** | **Phone Number:** | **Date:** |
| **Account Manager Signature:** | **Account Manager Name:**  **Account Manager NetID:** | | **Date:** |
| **✈Cabinet Officer or Academic Dean Signature (for Travel Assistant role):** | **Cabinet Officer or Academic Dean Name:**    **Cabinet Officer or Academic Dean NetID:** | | **Date:** |
| **✈Travel Training Completed**  **Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_** | **Training Validation Signature: (Accounts Payable Office)** | | **Date:** |
| **✈*If requesting the Travel Assistant role, do not forward the security form to ITAC until Cabinet Officer or Academic Dean AND Training Validation signatures are complete.***  ***By signing above, the Account Manager acknowledges that they are responsible for the management of all account numbers requested and that the staff member needs this access in order to perform his/her job duties.*** | | | | |
| Complete, Sign & Submit Form. Send scanned PDF to: [itac@txstate.edu](mailto:itac@txstate.edu) or mail hardcopy to ITAC - SAP, MCS 366  ⚫ Questions: Call 245-4822 or Email: [itac@txstate.edu](mailto:itac@txstate.edu) | | | | |

Revised: 08/25/2017