

Finance Authority Application

APPLICANT INFORMATION

CSULB ID: _____ First Name: _____ Last Name: _____ Phone: _____ Dept ID: _____

REQUEST TYPE New Access Modify Access

BUSINESS UNITS LBCMP LBFDN LB49R LBSTU LBCSU LBGAP

ROLES - Select the User Group(s), Role(s), Department Category(s) and Action.

User Group	Role	Department Category	Action	Comments

ONLINE APPROVALS - Include the employee name(s) that are authorized to approve or will request to approve requisitions.

Who Can Approve My Request	Requestors I Can Approve

DATA WAREHOUSE DEPARTMENT LEVEL ACCESS - Please select the highest level of access needed. If only a division or sub-division is selected, then all of its sub-divisions or departments will automatically be included.

Division Name	Sub-Division	Dept ID	Dept ID	Dept ID	Dept ID	Dept ID

APPLICANT AGREEMENT By checking this box, I certify that I have read the above "**CONFIDENTIALITY OF FINANCIAL RECORDS AND INFORMATION POLICY**", I understand it, and I agree to comply with its terms and conditions.

Applicant: _____ Date: _____ Comments: _____
 Applicant Email: _____

ADMINISTRATOR APPROVAL By checking this box, I certify that this access is appropriate for the applicant's duties and responsibilities.

Administrator: _____ Date: _____ Comments: _____
 Administrator Email: _____

SYSTEM SECURITY COMPLETED BY

Security Administrator: _____ Date: _____ Comments: _____

WORKFLOW SUBMITTAL - The FAA form attached to the applicant and administrator's "**csulb.edu**" e-mail is an acceptable method of authentication, so signatures are not required as long as both e-mail receipts are sent to the FIS Help Desk.

TIMESTAMPS Applicant: _____ Administrator: _____ FIS Help Desk: _____ Version: _____