

UNIVERSITY OF ALABAMA IN HUNTSVILLE
ON-LINE REQUISITIONING AND SCREEN ACCESS/ACCOUNT REQUEST FORM

To Be Completed By Account Requester

Name: _____ SSN#: _____ Please check one:

Department: _____ Office Phone: _____ Faculty

Campus Address: _____ Staff

Employee Being Replaced (if applicable): _____ Student

Attach a list of all account numbers that require approval or data entry capability.

I am requesting access to: (check all that are applicable)

Budget Number: _____
(Your Home Labor)

- FRS
- On-Line Requisitioning
- Approval and Data Entry
- Data Entry Only

- Approval Level:
- Manager 1 unlimited
 - Manager 2 \$0 - \$1999.99
 - Manager 3 \$0 - \$999.99
 - Manager 4 \$0 - \$499.99
 - Manager 5 \$0 - \$99.99

(Signature)

(Date)

In making this application for computing resources I hereby consent to the monitoring of my usage of these computing resources for the purposes of detecting unauthorized use and accounting. I further understand that any unauthorized usage would make me subject to disciplinary action and/or criminal prosecution. I acknowledge that I will read the UAH Computer Security and Usage Policy.

To Be Completed By Requester's Department

Department Head/Supervisor: _____
(Print Name) (Signature) (Date)

To Be Completed By Purchasing Services

Approval: _____
(Signature) (Date)

To Be Completed By Information Services (RI-Annex B)

Access Restricted To: Division Department Security Code

SCT Oper No: _____

(Signature) (Date)

To Be Completed By Information Services (RI-M30)

User ID: _____ UIC: _____

Password: _____ Expiration: _____

Account: _____ Date Letter Sent: _____

(Account Administrator) Date Removed: _____