

Banner Finance Access Request Form

Last Name (print) First Name Banner ID or last 4 digits of SS#

Department Name: _____ Phone: _____

Job title _____ Email _____

My status: (circle one) Staff Faculty Administrator Student Other

Budget Authority Approval: Banner Finance security is based on two segments of the accounting entity, FUND and ORGN. The authorization for the Requestor Role in SmartBuy Plus is also dependent on FUND and ORGN security in Banner: I am authorizing the person noted above to have the ability to initiate request in SmartBuy Plus and to view budget and financial transactions in Banner for the following FUNDS and ORGNs:

New Request _____ Modify Access _____ Delete Access _____

_____ **all FUNDS** for the department of _____

_____ **all ORGNs** for the department of _____

OR _____ **is limited to the following:**

Fund _____ Org _____	Fund _____ Org _____
Fund _____ Org _____	Fund _____ Org _____
Fund _____ Org _____	Fund _____ Org _____
Fund _____ Org _____	Fund _____ Org _____

NOTE: Please contact the Business Manager, Paul Wykes, to establish SmartBuy Plus access for this user.

Banner Payroll Detail:

Payroll detail by employee is accessed via ClarkYOU on CUWeb. I am authorizing the person noted above to see **all** payroll details for all employees related to the FUNDS and ORGs approved:

_____ Yes _____ No

NOTE: This access will apply to all FUND/ORGN combinations and cannot be limited by FUND, ORGN, or ACCT.

Primary Budget Authority Signature

Date

Printed Name Primary Budget Authority

Title

If there are any questions regarding the completion of this form please contact Kathy Cannon at 508-793-7499 or kcannon@clarku.edu. Completed Banner Finance Access Form should be forwarded to Financial Services for processing.

Office use only:

HR Approval for Payroll Detail Access: _____

Date: _____

Controller/Associate Controller approval: _____

Date: _____

User established in Banner by: _____

Date: _____