

# SAMFORD UNIVERSITY BANNER FINANCE SECURITY REQUEST FORM

Name: \_\_\_\_\_ Email: \_\_\_\_\_ @samford.edu

Telephone: \_\_\_\_\_ Title: \_\_\_\_\_

**Request for new Banner Account:**  Yes  No

If yes, date navigation training completed \_\_\_\_\_  
 (Check 'NO' if a Banner account is already established. If a new account is required, Banner navigation training is required before security can be activated.)

**Security Class requested: (Please choose only one)**

- Budget Manager (SU\_BUDGETMGR\_C)  
 (Responsible for departmental budget - query and posting access)
- Budget Administrator (SU\_FINADM\_C)  
 (Responsible for reviewing departmental budget – query and posting access)
- Requisition Processor (SU\_REQUISITION\_C)  
 (Process requisitions only – no query access, cannot access budget information)

**Org Security**

Please list below the 6 digit Org code(s) and related description(s) for which access is being requested.

Access Request Type (Check One)		Org Code (6 digit number)	Org Description
Add	Remove		

**Fund Security**

Please list below the 6 digit Fund code(s) and related description(s) for which access is being requested.

Access Request Type (Check One)		Fund Code (6 digit number)	Fund Description
Add	Remove		

I certify that all above information is accurate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Both Signatures are required. Incomplete information will cause the form to be returned.)**

*Please forward completed form to Accounting & Financial Services, Samford Hall, Room 105.*

**Finance Security Use Only**

**Finance Security Administrator Signature:** \_\_\_\_\_

**FOMPROF Updated** \_\_\_\_\_ **Form Received** \_\_\_\_\_