



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Office of the Controller

Departmental Finance Access Form

Employee Name: _____ Username: _____

Department: _____ Title/Position: _____

Has employee completed "Online Finance 101" training in Talent Management? Yes or No

Employee Type:

- Staff
- Faculty
- Student

Matrix Action:

- New - No current access
- Remove - All access
- Update - Select relevant job duties

Choose Relevant Job Duties:

- | | | |
|-------------------------|--------------------------------|------------------------------------------|
| BearkatBuy Requisitions | Chrome River Travel and PCard | Approver |
| Budget Transfers | Audit (Internal Audit Only) | Endowments (University Advancement Only) |
| Grants | Purchase Orders (Library Only) | |

Other: _____

Home Org: _____ Org Name: _____

Additional Org Access (List 3-digit ORG Hierarchy or 6-digit ORGs): _____

Does employee need Cognos Budget & Finance Access: Yes or No

Notes: _____

Completion of "Online Finance 101" training in Talent Management is a prerequisite for access, please attach confirmation email.

If additional access is needed for a position in central administration, please complete the Central Administration Finance Access Form in place of this form

Please route this form, appropriate documentation, as well as any questions to the Controller's Office

Supervisor Signature: _____ Date: _____

Controller or Designee Approval: _____ Date: _____

<p>Controller's Office Use Only:</p> <p>Approved/Denied: _____</p> <p>Further Inquiry: _____</p> <p>Route to ORA: _____</p>
