



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Office of the Controller

Central Administration 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 Basic Relevant Job Duties:

BearkatBuy Requisitions

Chrome River Travel and PCard

Approver

Budget Transfers

Choose Relevant Job Duties within the Employee's Department:

Information Technology:

IT Approver with Edit

Query only Audit

E-Builder

Chrome River Admin

PO Address Maintenance

Grants

Purchasing:

Purchase Orders

Change Orders

Receiving

Bid Entry

HUB Vendor Upload

Close Encumbrances

Fixed Assets

PI Grants

AP Query Access

Sourcing Administrator

Catalogue Administrator

Chrome River Admin

Contracts Administrator

Sourcing Specialist

Disbursements & Travel:

Invoicing

Vendor Maintenance

PI Grants

Open Close Encumbrance

PCard

Disbursements Non Invoice

Journal Entry

AP Query

Concur Admin

Chrome River Admin

Facilities Business Services:

PI Grants (Multi-year Project Management)

Cashiers:

Student Parent Check Report

