

REQUEST FOR ACCESS TO FOUNDATION PROJECT(S)/ACCOUNT(S)

Name

Campus email

Access may be granted at levels 1, 2, 3, or 4. Please complete the section that applies to the level you are requesting. For College/Unit and Department levels, the deptid for the Foundation matches the deptid for CSU, Chico.

ACCESS LEVEL 1 - COLLEGE/UNIT ACCESS

Access at this level must be approved by the Dean or other Unit Administrator.

College/Unit name

College/Unit deptid

Printed name, Dean or Administrator

Signature

Date

ACCESS LEVEL 2 - DEPARTMENT ACCESS

Access at this level must be approved by the Department Chair or Department Administrator.

Department name

Department deptid

Printed name, Department Chair or Administrator

Signature

Date

ACCESS LEVEL 3 - PROJECT SUPERVISOR /ACCOUNT ACCESS

Access at this level must be approved by the Project Director(s) or Principal Investigator(s) (PI) of the project(s)/account(s).

Project/Account number	Printed name, Project Director/ Principal Investigator	Signature, Project Director/Principal Investigator	Date

Individuals that do not hold a supervisory roll that need access to HR and Employee Pay information in support of the project will require Principal Investigator (s) PI signature approval.

ACCESS LEVEL 4 - PROJECT GENERAL USER ACCESS

Access at this level must be approved by the Project Supervisor.

Project/Account number	Printed name, Supervisor	Signature, Supervisor	Date

