California State University Chico
Financial Services

KENDALL HALL ROOM 210
CHICO, CA 95929-0240
530-898-5133
www.csuchico.edu/fin

# CFS Security Authorization Form

**STEPS FOR REQUESTING CFS ACCESS:** 1) An ITSS Service ticket is required to process access requests. If one has not already been placed, please submit a PeopleSoft Access Request in the Requestor's name and specify "CFS" under "Access Being Requested". Current Level 1 Security Training will be required when placing the ticket. 2) Then, please send this completed form with both Requestor and Admin/Chair signatures to Financial Services at FINCFS@csuchico.edu. The authorization process will be tracked through the ticket.

☐ **Staff/Faculty**
☐ **Student**

Requestor Last Name | First Name | MI | Chico State ID Number

Department Name | Working Title | Email Address | Phone Ext.

**Check each applicable box.**

☐ **NEW ACCESS** (to establish access for the first time) Effective Date: _____
☐ **CHANGE ACCESS** (to change access – include **ALL** required permissions) Effective Date: _____
☐ **DELETE ACCESS** (use when an employee leaves CSU Chico or changes jobs) Effective Date: _____
☐ **TEMPORARY ACCESS** (to establish temporary access) Effective Date: _____ End Date: _____

## Requested Access

| ACCESS TYPE | | ACCESS DEFINITION | ROLE: *For internal use only* |
|---|---|---|---|
| **Requisition Entry** | ☐ | Authority to enter purchase requisition. | CFSCSU_PO_Requisitions_01 |
| **STOP!** If Requisition Entry is requested but Approval is not, identify Requisition Approver<br>**Requisition Approval**<br>***No Student Access Granted*** | ☐ | Authority to approve purchase requisition. If Requisition Entry is checked, but Requisition Approval is not checked, list Chico State ID# of current CFS user who will be approving requisitions: | CFSCSU_PO_Requisitions_01 |
| **Requisition/Purchase Order Print** | ☐ | Authority to print a requisition/purchase order. | CFSCSU_PO_Requisitions_01 |
| **Purchase Order Inquiry** | ☐ | Authority to inquire on purchase order | CFSCSU_PO_Inquiry_01 |
| **Budget Transfer** | ☐ | Authority to perform budget transfers | No ROLE to assign |
| **Procurement Card Online Reconciliation** | ☐ | Allows the user to reconcile procurement card transactions | CFSCSU_AP_Procard_02 |
| **Financials Data Warehouse Access** | | | |
| **Property Management** | ☐ | Authority to process Inventory Report | CFSCSU_FS_DWReporting_08 |
| **Financials** | ☐ | Authority to process non-payroll/financial-related reports | CFSCSU_FS_DWReporting_16 |
| **Labor Cost Distribution (LCD)** | ☐ | Authority to process Labor Cost Report<br>**LIST ALL DEPT ID'S REQUIRING LCD ACCESS:** | Appropriate HR Role Security |

I have read and agree to comply with all policies and procedures pertaining to confidential data at the following website: https://www.csuchico.edu/isec/index.shtml, specifically CSU Systemwide Information Security Policy and Data Classification and Protection Standards, which outline security practices and the protection of confidential data at CSU Chico.

Requestor: Signature | Print Name | Date

Appropriate Admin/Chair: Signature | Print Name | Date

Finance Data Owner: *Finance Data Owner will sign after form has been reviewed internally.* Signature | Print Name | Date

| *For internal use only – CFS Financials Security* | | | TDX # |
|---|---|---|---|
| **General**<br>**Form Received On:**<br>**By:** | **Financial Services**<br>☐ **Add to CFS Financials Group**<br>☐ **L1 Data Security/FERPA Training** | **PS User Access**<br>**Date User ID Est. or Upd:**<br>**User ID:**<br>**Date User Contacted:** | **Comments** |
| ☐ CFSCSU_PT_PeopleSoft User | ☐ Enter TDx ticket for Insight access | | |
| ☐ PAPP_USER | ☐ User added to L1 workflow | | |
| ☐ CFSCSU_PT_Process_Monitor | | | |