



CFS Security Authorization Form

Please send completed form to Financial Services at FINCFS@csuchico.edu. If requesting first-time access to other campus systems, please create a Team Dynamix ticket by visiting <http://www.csuchico.edu/itss/> then clicking on IT Service Catalog > Request Service > Accounts & Access > PeopleSoft > PeopleSoft Access.

- Staff/Faculty
 Student

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: <i>For internal use only</i>
Requisition Entry	<input type="checkbox"/> Authority to enter purchase requisition.	CFSCSU_PO_Requisitions_01
Requisition Approval NO STUDENT ACCESS GRANTED	<input type="checkbox"/> Authority to approve purchase requisition of any dollar amount.	CFSCSU_PO_Requisitions_01
Requisition/Purchase Order Print	<input type="checkbox"/> Authority to print a requisition/purchase order.	CFSCSU_PO_Requisitions_01
Purchase Order Inquiry	<input type="checkbox"/> Authority to inquire on purchase order	CFSCSU_PO_Inquiry_01
Budget Transfer	<input type="checkbox"/> Authority to perform budget transfers	No ROLE to assign
Procurement Card Online Reconciliation	<input type="checkbox"/> Allows the user to reconcile procurement card transactions	CFSCSU_AP_Procard_02
Financials Data Warehouse Access Property Management	<input type="checkbox"/> Authority to process Inventory Report	CFSCSU_FS_DWRreporting_16 Appropriate HR Role Security
Financials	<input type="checkbox"/> Authority to process non-payroll/financial-related reports	
Labor Cost Distribution (LCD)	<input type="checkbox"/> Authority to process Labor Cost Report LIST ALL DEPTID'S REQUIRING LCD ACCESS:	

I have read and agree to comply with all policies and procedures pertaining to confidential data at the following website: <http://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: **Stacie Corona** _____
Signature Print Name Date

For internal use only – CFS Financials Security			
General	Financial Services	PS User Access	Comments
Form Received On: By:	<input type="checkbox"/> Add to CFS Financials Group <input type="checkbox"/> Enrolled in DUO <input type="checkbox"/> Data Security & FERPA Training	Date User ID Est. or Upd: User ID: Date User Contacted:	
CFSCSU_PT_PeopleSoft User	<input type="checkbox"/> Enter TDx ticket for Insight access <input type="checkbox"/>		
PAPP_USER	<input type="checkbox"/>		
CFSCSU_PT_Process_Monitor	<input type="checkbox"/>		