



Oregon  
University  
System

## Chancellor's Office Access Request Form BudgetMart

**Office of the Chancellor**  
P.O. Box 488  
Corvallis, OR 97339-0488  
FAX (541) 737-0850  
PHONE (541) 737-3336  
<http://www.ous.edu>

**To complete this form:**

- Fill out Sections A. Please include your campus id number.
- Check the boxes for access needed in Section B.
- Collect the signature of the authorized representative indicated in Section C, and sign and date form on the appropriate signature line.
- Send the completed document to Banner-Access in the Controller's Division.  
(Note: To expedite your request, this document may be faxed, and the original sent as follow-up.)

**Section A – Requestor Information**

Name: \_\_\_\_\_ Date Access Needed: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ **Campus ID #** \_\_\_\_\_  
 Department: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

**Section B - Description of Access Need(s)**

Please indicate the type of BudgetMart access you are requesting:

- BudgetMart (Query)                       BudgetMart Web (Update)

**Section C – Authorizing Signatures**

Name of Person Gaining Access (Printed)	Signature of Person Gaining Access	Date
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Institution's Authorizing Representative's Name (Printed)	Institution Representative's Signature	Date
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Institutional Authorizing Representatives (April, 2007):  
 EOU- Lee Lindsey  
 OIT- Mary Ann Zemke  
 OSU- Lois DeGeus (primary), Karen Meador (secondary)  
 PSU- Michael Fung  
 SOU- Lavina Goble (primary), Steve Larvick (secondary)  
 UO- Randy Hale  
 WOU- Eric Borst  
 CO- Ken Mayfield

**Security Administration - Office Use Only**

**Access Provided:**

**BudgetMart  
(Query)**

**BudgetMart Web  
(Update)**

\_\_\_\_\_  
CO Security Administrator

\_\_\_\_\_  
Date