



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- Haldane Harris
 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