THE CATHOLIC UNIVERSITY OF AMERICA

Cardinal Financials Access Request Form

*** Email completed form to techsupport@cua.edu . ***

Date: _____   Network Username: _____

School / Department / Office of _____

Employee Name/ **CUA ID #:** _____

Cardinal Financials Username of current <u>or former</u> employee whose access this person's access should mirror: (**Please note whether former employee has left CUA or has transferred to another department.**)

_____

Level of Access required to perform job responsibilities: (Please check all that apply)

☐ **Procurement / Corporate card Access:** (Please list or attach spreadsheet of organizations numbers)

☐ **Requisitioning Access:** (Please check one box and list organization numbers)

   ☐ MANAGER Access – Allows Operator to prepare <u>and approve</u> requisitions, as well as, approve requisitions prepared by their staff. Requisitions are routed directly to Purchasing.

   ☐ STAFF Access – Allows Operator to prepare requisitions to be routed electronically to a MANAGER for approval prior to being routed to Purchasing.

   List the Organization's numbers (or range) for **Requisitioning / Procurement Card access.** (Excel spreadsheet may be attached and ranges may/should be used where applicable.):

Financial Report and Inquiry Access: Please list the Organization numbers (or give the Organization number range) for inquiry and report access. Note that organizations that are listed for requisitioning access are by default included in the reporting and inquiry access.

Name of Dean or Department Head : _____

<u>Signature</u> of Dean or Department Head: _____