UCF Financials
Access Request Form

Please read the instructions before completing the form.
Approver must verify from the employee that he/she has completed the required courses before filling out this form.

Access requested for:

Last Name:		First Name:		MI:	Status:
PID:	EMPLID:	E-mail:			Eff. Date:
Dept. Name:			Dept. #:		
Location Code: *(Decal# on your office door)*		Phone:		Fax:	

The above-named employee has been informed of, and accepts the responsibilities for, a complimentary computer account as an employee of the University of Central Florida. He/she understands that this account is for use in administrative support. Any other uses of this account are strictly prohibited. He/she understands that improper or illegal use may result in the termination of his/her account and that he/she may be subjected to disciplinary action up to and including termination of employment.

Required Action: (Select only one)   *Add ☐   Change ☐   Delete ☐

* Is the new employee replacing a current UCF Financials user who can be removed from the UCF Financials system?   Yes: ☐   No: ☐
Note: If the answer is "Yes", please fill out the box below.

Deactivate the following user:

Last Name:		First Name:		MI:
PID:	EMPLID:	E-mail:		Eff. Date:
Dept. Name:			Dept. #:	

NOTE: Fill out the box below only if security access is modeled after another current user.

Model this user's access after:

Name:		PID:		EMPLID:
Dept. Name:			Dept. #:	
Location Code: *(Decal # on your office door)*		E-mail:		

Access Requested (You can request multiple module access. Please check the box or boxes).

Accounts Payable: Access Name		Purchasing: Access Name		General Ledger: Access Name		Asset Management: Access Name	
Manager	☐	Manager	☐	Administrator	☐	Administrator	☐
Pay Cycle	☐	Approve PO	☐	Manager	☐	Interface Manager	☐
Processor	☐	Buyers	☐	Budget Administrator	☐	Inventory Manager	☐
QA Auditor	☐	Create Contracts	☐	Bank Manager	☐	Property Manager	☐
QA Auditor Supvr.	☐	Create PO	☐	Supervisor	☐	Self-Service Admin	☐
Vendor Create/Update	☐	ProCard Admin	☐	Accountant	☐	Location Create/Updt	☐
Vendor Correction	☐	Close Req's/PO's	☐	nVision Report Run	☐	AM Processor	☐
WF-Approve >1k vchr	☐	PCard Processor	☐	Payroll Inquiry	☐	Trans Processor	☐
WF-Review 749999	☐	Receive	☐	Invoice Tracking Mgr.	☐		
WF-Approve <1k	☐	Apprv/Updt Req's	☐	Invoice Tracking Inq.	☐		
WF-Asset Approve	☐	Create/Updt Req's	☐	WF - Approver	☐		
WF-Review Voucher	☐	Vendor Create	☐				
WF-Travel 1k Approve	☐						
WF-Approve Whold	☐						
1099 Inquiry	☐						

Note: For assistance in filling out the section above, please refer to User's Functional Access Description.

Approved by:

_____   _____
Signature   Date

Name: _____
Dept. #: _____
E-mail: _____
Phone: _____

_____
Associate Controller Signature

_____
Date

Instructions

1) Enter user's information in **"Access Requested For"** box.
2) Under **Eff Date** (Effective Date), specify the date when the user's security access in UCF Financials will take effect.
3) Select only one action from **Required Action** table.
4) Approver must fill out **"Deactivate User"** only if the request is for a new user who will replace a current UCF Financials user.
5) Approver must fill out "**Model this user's access after"** only if security access for the user will be modeled after (made identical to) another current UCF Financials user.
6) Requester can have multiple module access and is not limited by only one module.
7) Manager/Supervisor must sign the form.
8) A signature from an Associate Controller is required.
9) Manager/Supervisor are responsible for faxing the signed and completed form to 407-882-1211.