

Instructions on how to complete the Budget Access Request Form



Budget Access Request Form

- 1. Enter your Full Name
- 2. Enter your R-card Number
- 3. Enter your rollins email address
- 4. Enter your office phone number
- 5. Enter your title

Name:

R-Card Number: Date Submitted:

Email Address:

Phone Number:

Job Title:

Previous Employee Information:

6. **ONLY FILL THIS SECTION** if you are a new employee and are replacing a vacating employee and need the same access. Otherwise, please

Vacating Employee:

Copy Access from User:

7. Enter the description of the budget name i.e Sociology, Health Sciences, etc...

	Budget Name	Fund #	Org #	Access Type
Item 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 8. Enter the 6 digit Fund #
- 9. Enter the 5 digit Org

10. Select your Access Type
Reporting View Only – allows access to run reports in Argos & Banner
Direct Pay Posting – access to processing payments thru AP's Direct Pay system
Both – gives you access to both reporting and direct pay posting

11. If you are the Budget Manager for these budgets, select yes. If not, select no.

Budget Manager:

12. Enter your Supervisor's Name. If you are a faculty member, this would be the Dean of your school

Supervisor Name:

13. Enter your Supervisor's Rollins Email Address

Supervisor Email:

14. Click Submit

Thank you for your submission!

For administrative use only

Pending Approval Status