Office of Budgets
Budget Construction Access Form

Application for: ☐ New Access   ☐ Change Access

☐ Lead
☐ Assistant

Name [   ]   Phone Nbr [   ]

Campus Address [   ]   Email Address [   ]

Org/Dept. [   ]   CSU Id [   ]   eID [   ]

Budget Construction access needed for (check one):

☐ College or Administrative Unit of [   ]

OR

☐ Org/Dept Name and Nbr. [   ]

☐ Org/Dept Name and Nbr. [   ]

☐ Org/Dept Name and Nbr. [   ]

☐ Org/Dept Name and Nbr. [   ]

[   ]   [   ]
Applicant Signature   Date

[   ]   [   ]
Dept. Head or Business Officer Signature   Date

I understand that the data contained in KFS Budget Construction is confidential. The access I am requesting is for use in performing my job duties. I agree that my username and password will not be shared and I am responsible for any access logged against my eID. In using my eID and password I will follow the policies and procedures of the University. If I terminate employment with the University or my department, I will notify the Office of Budgets. **Upon completion of the form, send to: Office of Budgets, 318 Administration Building, 1080 Campus Delivery.**

OOB Approval [   ]   Date [   ]

Role [   ]

IS Approval [   ]   Date [   ]