

Requester's Name: _____

PS Financial System Distributed Activities

Access will be granted when appropriate training assessment(s) passed, if applicable. Access granted will include the role(s) indicated above and access to view reports/queries in the Reporting Instance.

DISTRIBUTED PREPARER & MONITORING FUNCTIONS REQUEST

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> U Stores Purchasing only
<ul style="list-style-type: none"> • You must complete the User Preferences section if you check this role. • This should only be checked by individuals who only purchase through U Stores and will have no other responsibilities that will require them to use the Financial PeopleSoft system. | <input type="checkbox"/> Receive Purchases
<ul style="list-style-type: none"> • You must complete the User Preferences section if you check this role. |
| <input type="checkbox"/> Create Requisitions
<ul style="list-style-type: none"> • You must complete the User Preferences section if you check this role. • Users with this role cannot enter Vendor Payments | <input type="checkbox"/> Travel Auth. & Expense Reimbursement
<input type="checkbox"/> Procurement Card Reconciliation
<input type="checkbox"/> Departmental Deposits
<input type="checkbox"/> Accounts Receivable Monitoring
<input type="checkbox"/> Endowments |

USER PREFERENCES:

ALL FIELDS ARE REQUIRED IF U STORES, CREATE REQUISITIONS OR RECEIVE PURCHASES HAS BEEN CHECKED ABOVE	
<i>Procurement Spec. x.500 ID:</i>	<i>Origin:</i>
<i>Ship to Location:</i>	
<i>Phone number to be printed on Purchase Orders created by the Requestor:</i>	<i>FAX number to be printed on Purchase Orders created by the Requestor:</i>
<i>Important – The user’s whose x.500s are listed below must be in the same Origin as the Requester.</i>	
<i>X.500(s) of this Requester’s backup(s):</i>	<i>X.500(s) of the users for whom the requester will perform as backup:</i>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Required Authorization:

<i>Cluster Director Authorization Printed Name:</i>	<i>Phone:</i>
<i>Cluster Director Signature:</i>	<i>Date:</i>