CLARK ATLANTA UNIVERSITY

REQUEST FOR FINANCE PURCHASING & PROCUREMENT ACCESS

This form is used to provide Banner access to individuals whose responsibilities require that they have access to creating a requisition for their departmental or special project budget. After completion forward this form with appropriate signatures to the Purchasing Department for processing. Please allow 5 – 10 business days for processing.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational Budget/ Expenditure Code:

|  |  |  |  |
| --- | --- | --- | --- |
| Fund | Org | Account | Program |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Note: If you have additional funding please attach a spreadsheet listing the appropriate Fund-Org-Account-Program codes.

Comments:

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Requestor Information:

Requestor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Head

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Assoc. VP Finance & Business/

 Controller